Department Chairs and Deans Calendar

2020-21 AY

Office of Faculty Affairs
http://www.csun.edu/faculty-affairs
Revised: 8/11/2020
Department Chairs and Deans Calendar

This Department Chairs and Deans Calendar is the result of a project to pull together important dates from the divisions and offices on campus that would be important to Department Chairs in planning for the academic year.

Although all of the listed events are significant, certain dates are of particular importance to Chairs. The following activities for the year are highlighted: budget (green), schedule (blue), and hiring and personnel (purple). Important dates and deadlines for chairs are in capital letters.

We hope you find the calendar useful. The calendar will be revised and updated each year and distributed to the Department Chairs, Deans, and Associate Deans.

Legend

Green Budget
Blue Schedule
Purple Hiring & Personnel
UPPERCASE Important Dates & Deadlines
### AUGUST 2020

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 5 - 7, 11 - 14, Wed. – Fri. 17-18, 21, Mon. – Fri.</td>
<td>Freshman Orientations</td>
</tr>
<tr>
<td>August 13 – 14, Thurs. – Fri.</td>
<td>NEW DEPARTMENT CHAIRS ORIENTATION</td>
</tr>
<tr>
<td>August 17, Monday</td>
<td>DEPARTMENT CHAIRS AND DEANS RETREAT</td>
</tr>
<tr>
<td>August 19, Wed. or earlier</td>
<td>The Provost and Vice President for Academic Affairs will announce promotions effective at the beginning of the 2020-21 academic year.</td>
</tr>
<tr>
<td>August 19, Wednesday</td>
<td>Fall 2020 Officially Begins; Department Mtgs.</td>
</tr>
<tr>
<td>August 19-20, Wed. – Thu.</td>
<td>New Tenure-Track Faculty Orientation</td>
</tr>
<tr>
<td>August 20, Thursday</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>August 20, Thursday</td>
<td>President Annual Welcome Address</td>
</tr>
<tr>
<td>August 20-21, Thur. – Fri.</td>
<td>College and Department meetings/ Registration Continues</td>
</tr>
<tr>
<td>August 21, Friday</td>
<td>EPC &amp; GSC Deadline for Colleges to submit revised Curriculum Proposals for Fall 21 implementation</td>
</tr>
<tr>
<td>August 22, Saturday</td>
<td>Saturday classes begin</td>
</tr>
<tr>
<td>Aug. 22 - Sept. 11, Mon. - Fri.</td>
<td>Saturday-only and Weekday classes begin. Late Registration/Change of Program period begins</td>
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### SEPTEMBER 2020

<table>
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<tr>
<th>Date Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 1, Tues. or earlier</td>
<td>DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO ALL DEPARTMENT FACULTY</td>
</tr>
<tr>
<td>September 2, Wednesday</td>
<td>First meeting of the Personnel Planning and Review Committee.</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>September 4, Friday</td>
<td>DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2021.</td>
</tr>
<tr>
<td>Sept 5- Sept. 7, Sat - Mon.</td>
<td>Labor Day Holiday; all offices closed; No classes held on Saturday, September 5th or Sunday, September 7th</td>
</tr>
<tr>
<td>September 8, Tuesday</td>
<td>Advancement to Graduate Education Conference</td>
</tr>
<tr>
<td>September 11, Fri. or earlier</td>
<td>Election of College Personnel Committees for the 2020-21 academic year with selection of chairs as soon as possible thereafter.</td>
</tr>
<tr>
<td>September 11, Friday</td>
<td>Last day to register late, to add a class, or to change basis of grading.</td>
</tr>
<tr>
<td>September 14, Monday</td>
<td>COUNCIL OF CHAIRS MEETING</td>
</tr>
<tr>
<td>September 17, Thursday</td>
<td>FINAL RECONCILIATION PERIOD END FOR SPRING 2021 CLASS SCHEDULE BUILD (CHAIRS)</td>
</tr>
<tr>
<td>September 21, Monday</td>
<td>Fall 2020 Census date: 20th day of instruction after term classes begin.</td>
</tr>
<tr>
<td>September 22, Tues. or earlier</td>
<td>ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2020-21 ACADEMIC YEAR.</td>
</tr>
<tr>
<td>September 24, Thursday</td>
<td>Faculty Senate Meeting</td>
</tr>
<tr>
<td>September 25, Friday</td>
<td>Last day for submission of applications for sabbatical leave for the 2021-22 academic year to the Department Chair or Program Director.</td>
</tr>
<tr>
<td>September 29, Tues. or earlier</td>
<td>Faculty on leave without pay for Fall Semester 2020 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2021.</td>
</tr>
</tbody>
</table>
October 1, Thurs. or earlier

The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation. For FREs, eligible faculty will also be notified.

October 1, Thursday

END OF REVIEW PERIOD FOR SPRING 2021 CLASS SCHEDULE BUILD (DEANS)

October 1, Thursday

Close of Spring 2021 Schedule Build

October 9, Fri. or earlier

DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS, ACCOMPANIED BY WRITTEN EVALUATIONS, TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT forwarded TO THE COLLEGE PERSONNEL COMMITTEE UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE forwarded.

October 12, Monday

COUNCIL OF CHAIRS MEETING

October 16, Fri. or earlier

DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO COLLEGE PERSONNEL COMMITTEES. ANY WRITTEN RESPONSES BY APPLICANTS TO THE WRITTEN EVALUATION AT THE DEPARTMENT LEVEL WILL BE SUBMITTED TO THE COLLEGE PERSONNEL COMMITTEE.

October 16, Friday

SUBMIT PART-TIME FACULTY POSITION ANNOUNCEMENTS (AA-6) FORMS TO CHIEF DIVERSITY OFFICE

October 20, Tuesday

Fall Internship & Career Fair
October 22, Thursday  
Faculty Senate Meeting

October 23, Fri. or earlier  

DEPARTMENT CHAIRS AND DEPARTMENT PERSONNEL COMMITTEES WILL MAKE AVAILABLE TO THE CANDIDATES THEIR RECOMMENDATIONS ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. COPIES OF THE LETTERS ARE NOT FORWARD TO THE OTHER RECOMMENDING AGENCIES UNTIL 10 CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE MADE AVAILABLE TO THE CANDIDATES.

October 30, Friday. or earlier

 Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.

NOVEMBER 2020

November

CSU Board of Trustees Approves System-wide Support Budget Proposal (CSU)

November 2, Mon. or earlier

DEPARTMENT CHAIRS WILL FORWARD TO THE DEANS OF THEIR COLLEGES THEIR RECOMMENDATIONS AND THOSE OF THEIR DEPARTMENT PERSONNEL COMMITTEES ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. THE DEAN WILL TRANSMIT THE DEPARTMENT RECOMMENDATIONS (INCLUDING THE RESULTS OF FINAL BALLOTING) TO THE CHAIR OF THE COLLEGE PERSONNEL COMMITTEE.

November 5, Thurs. or earlier

EACH DEPARTMENT WILL SUBMIT TO THE COLLEGE PERSONNEL COMMITTEE FOR APPROVAL ANY REVISIONS TO ITS PERSONNEL PROCEDURES FOR THE FOLLOWING ACADEMIC YEAR.
November 6, Fri. or earlier  
Application closing date for part-time faculty openings for Spring 2021

November 9, Monday  
COUNCIL OF CHAIRS MEETING

November 10, Tues. or earlier  
COLLEGE PERSONNEL COMMITTEES WILL FORWARD RECOMMENDATIONS ON SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE DEAN UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.

November 11, Wednesday  
Veterans Day; Campus Closed

November 17, Tues. or earlier  
College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.

November 20, Thurs. or earlier  
The Department Chair will notify the lecturer of the Chair’s recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer’s Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer’s Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

November 23, Mon. or earlier  
College Deans will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.
November 23, Mon. or earlier  

College Deans will forward recommendations on sabbatical leave applications to the President.

November 26 - 29, Thurs. - Sun.  

Thanksgiving Recess; campus closed.

November 27, Fri. or earlier  

DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (AA-8 FORM) FOR SPRING 2021

November 30, Mon. or earlier  

The Dean and College Personnel Committee will make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letter are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

DECEMBER 2020

December  

EPC & GSC Deadline for all Spring 2022 College Curriculum Proposals, including New Selected Topics Series/Placeholders and New Experimental Topics for Fall 2021 if available.

December 1, Tuesday. or earlier  

The Department Chair will forward all Range Elevation requests and the Chair’s recommendations to the Dean of the college.

December 8, Tuesday  

Last Day of Formal Instruction


Final and Common Final examinations

December 10, Thurs. or earlier  

College Deans will forward to the Provost and Vice President for Academic Affairs all Recommendations on the retention of second-year probationary faculty members.

December 11, Friday. or earlier  

The Dean will make available to the lecturer the Dean’s decision, in writing, of the range elevation.
A positive decision by the Dean will be implemented at the beginning of the subsequent semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

December 11, Fri. or earlier Submit Applicant Pool log and Disposition and Recruitment Record Certification forms to the Chief Diversity Office

December 14, Monday COUNCIL OF CHAIRS MEETING

December 14, Mon. or earlier Each College Personnel Committee will submit, with its Chair’s and its Dean’s signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.

December 14, Mon. or earlier Second-year probationary faculty members not recommended for retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.

December 16 - 17, Wed. - Thurs. Department Meetings and Conferences

December 18, Friday Evaluation Day

Dec. 20. - Jan. 17, Sat. – Sat Winter Term (online and traditional courses)

December 21, Monday Instructors’ grades due

December 23, Wed. or earlier The lecturer will file for an appeal for a denial of a range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel’s decision will be final.

December 23, Wednesday Last day of Fall 2020 semester

Dec. 25, 2020 - Jan. 1, 2021, Fri. - Fri. CAMPUS CLOSED
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January/February</td>
<td>Individual College Mid-year Budget Review Meeting with Provost</td>
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<tr>
<td>January</td>
<td>Preliminary budget for next year from Governor</td>
</tr>
<tr>
<td>January</td>
<td>EPC &amp; GSC Deadline for Colleges to submit revised Spring 2022 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2021</td>
</tr>
<tr>
<td>January 1, Friday</td>
<td>New Year’s Day Observed</td>
</tr>
<tr>
<td>January 4, Monday or earlier</td>
<td>Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.</td>
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<tr>
<td>January 7, Thurs. or earlier</td>
<td>The President will notify each sabbatical leave applicant of the decision on the proposal.</td>
</tr>
<tr>
<td>January TBD</td>
<td>FACULTY RETREAT</td>
</tr>
<tr>
<td>January 15, Fri. or earlier</td>
<td>Department Chairs and Department Personnel Committees begin deliberations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2021.</td>
</tr>
<tr>
<td>January 18, Monday</td>
<td>Martin Luther King, Jr. Day; Campus Closed</td>
</tr>
<tr>
<td>January 20, Wednesday</td>
<td>Spring 2021 semester officially begins, Department meetings</td>
</tr>
<tr>
<td>January 22, Fri. or earlier</td>
<td>The Chair of the Personnel Planning and Review Committee will make available to second-year probationary faculty appellants the Committee’s</td>
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recommendation on promotion, retention, and tenure appeals.

January 22, Fri. or earlier
Department Chairs and Department Personnel Committees will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2020. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

January 25, Monday
Classes begin

January 29, Fri. or earlier
Nominations of faculty for Emeritus status will be submitted to the nominated faculty member’s Department Personnel Committee or Department Emeritus Committee.

January 30, Saturday
Saturday classes begin

FEBRUARY 2021

February/March
Probationary Faculty Support Program Grant proposals due to Undergraduate Studies Office

February 1, Mon. or earlier
Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2020. The Dean will transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
February 3, Wed. or earlier  The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.

February 8, Monday  COUNCIL OF CHAIRS MEETING

February 12, Fri. or earlier  The Provost and Vice President for Academic Affairs will notify second-year probationary Faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2020-21 academic year.

February 18, Thursday  Faculty Senate Meeting

February 19, Friday  Census date: Spring 2021, 20th day of instruction after term classes begin.

February 23, Tuesday  Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning in the 2021-2022 Academic Year

February 26, Fri. or earlier  Faculty will submit applications to Dean, with a copy to the Department Chair, for consideration for a GRIF appointment in the 2021-22 Academic Year.

February 26, Fri. or earlier  The Faculty Hearing Panel Appeal subcommittee will be composed and the appeal hearing meetings with the appellant and all reviewing parties will be scheduled to occur before this date.

February/March (tentative)  Faculty Research and Creative Activity proposals due to Research and Sponsored Projects

**MARCH 2021**

March  Financial Services – 2020/21 Year End Calendar Available

March  Annual CSUN Student Research and Creative Works Symposium
March 1, Mon. or earlier  
Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.

March 1, Mon. or earlier  
The Dean and College Personnel Committee will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2021. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

March 8, Monday  
COUNCIL OF CHAIRS MEETING

March 11, Thursday  
Faculty Senate Meeting

March 11, Thurs. or earlier  
The Chair of the College Personnel Committee will transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College will forward to the Provost and Vice President for Academic Affairs all recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2021.

March 12, Fri. or earlier  
Department Chair submits a recommendation to the Dean, with a copy to the applicant, for approval or denial of the GRIF appointment.

March 15 – 21, Mon. – Sun.  
Spring Recess; No instruction

March 22, Mon. or earlier  
College Deans will forward all faculty Emeritus nominations, Department Committee recommendations, and the Dean’s recommendations to the Office of Faculty Affairs
<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>March 22, Monday. or earlier</td>
<td>Faculty members not recommended for promotion, tenure, or retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.</td>
</tr>
<tr>
<td>March 24, Wed. or earlier</td>
<td>The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.</td>
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<tr>
<td>March 31, Wednesday</td>
<td>Cesar Chavez Holiday; Campus Closed</td>
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**APRIL 2021**

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 1, Thurs. or earlier</td>
<td>The Dean submits a recommendation to the Provost, copied to the applicant, for approval or denial of the GRIF appointment.</td>
</tr>
<tr>
<td>April 1, Thurs. or earlier</td>
<td>Faculty on leave without pay for the Spring Semester 2021 or the 2020-21 academic year will notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2021.</td>
</tr>
<tr>
<td>April 1, Thurs. or earlier</td>
<td>The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation.</td>
</tr>
<tr>
<td>April 1, Thurs. or earlier (Tentative)</td>
<td>DEPARTMENT CHAIRS POST IN THEIR DEPARTMENTS FOR 30 DAYS A PRELIMINARY LIST OF ALL TEMPORARY FACULTY MEMBERS WHO</td>
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ARE ELIGIBLE FOR A 3-YEAR CONTRACT EFFECTIVE THE BEGINNING OF THE 2020-2021 ACADEMIC YEAR

April 2, Fri. or earlier  Faculty members who have filed an appeal must submit all material supporting their appeal to the Personnel Planning and Review Committee.

April 8, Thursday  Faculty Senate Meeting

April 12, Monday  COUNCIL OF CHAIRS MEETING

April 14, Wed. or earlier  Provost notifies the applicant of an approved or denied GRIF appointment. If approved, the Provost specifies the amount of the GRIF salary differential. The decision letter is copied to the Dean and Department Chair.

April 22, Thursday (tentative)  Application closing date for part-time faculty openings for Fall 2021 or 2021-2022 Academic Year.

April 25, Sunday  Students with Disabilities Scholarship Award Celebration

April 30, Fri. or earlier  Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant’s attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer’s Personnel Action File (see 703.1.2), will be placed in the applicant’s Professional Information File, which will be submitted with the request for elevation.

MAY 2021

May  Governor Issues “May Revise” of the Budget

May 3, Mon. or earlier  The Chair of the Personnel Planning and Review Committee will make available to appellants the
Committee’s recommendation on promotion, retention, and tenure appeals.

May 10, Mon. or earlier  
COUNCIL OF CHAIRS MEETING

May 12, Wed. or earlier  
The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review to discuss retention, tenure, and promotion cases.

May 14, Friday  
Last day of formal instruction, except for Saturday classes meeting once weekly

May 14, Fri. or earlier (tentative)  
DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (FORMERLY AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (FORMERLY AA-8 FORM) FOR FALL 2021 OR 2021-2022 ACADEMIC YEAR

May 15, Saturday  
Honors Convocation

May 15 - 21, Sat. - Fri.  
Final and Common Final examinations

May 17, Mon. or earlier  
The College Dean will provide written reports of the Dean’s evaluations to faculty members related to periodic review (post-tenure review) of tenured faculty

May 17, Mon. or earlier  
The Department Chair will notify the lecturer of the Chair’s recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer’s Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer’s Professional Information and Personnel Action
Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

May 21-24, Fri. – Mon.  Commencements

May TBD  Honored Faculty Reception

May 25, Tuesday  Instructors’ grades due

May 26, Wednesday or earlier  The Department Chair will forward all Range Elevation requests and the Chair’s recommendations to the Dean of the college

May 26, Wednesday  Last day of 2020-21 academic year. AT OR BEFORE THE END OF THE ACADEMIC YEAR, EACH FULL-TIME LECTURER SHALL RECEIVE FROM THE DEPARTMENT CHAIR A WRITTEN EVALUATION OF HIS/HER PERFORMANCE FOR THE YEAR

May 27 - August 20, Thur. – Fri. (tentative)  Summer Term, State Support or Self Support

May 31, Monday  Memorial Day Holiday; Campus Closed

JUNE 2021

June  Deans Notified of Approved Tenure-Track Faculty Positions (timing varies)

June  Deadline for Governor to Sign State Budget (State)

June 1, Tues. or earlier  The Provost and Vice President for Academic Affairs will formally notify those faculty to be promoted effective for the 2021-22 academic year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year, a first year of tenure, or a terminal year appointment.
Faculty on leave without pay for 2020-21 and who wish to apply for leave without pay for 2021-22 shall submit their requests to the Provost and Vice President for Academic Affairs.

**JULY 2021**

July 5, Monday
Independence Day Observed; Campus Closed

**AUGUST 2021**

August 27, Tues or Earlier
The Dean will make available to the lecturer the Dean’s decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the subsequent semester of employment. Should the dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

**September 2021**

September 7, Tues or earlier
The lecturer will file for an appeal for a denial of a Range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject To the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel’s Decision will be final.

**October 2021**

October 1, Fri or earlier
The Faculty Hearing Panel Appeal subcommittee will be composed and the appeal hearing meetings with the appellant and all reviewing parties will be scheduled to occur before this date.
The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the Decision.