



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Department Chairs and Deans Calendar

2020-21 AY

Office of Faculty Affairs

<http://www.csun.edu/faculty-affairs>

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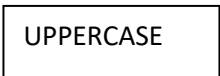
Department Chairs and Deans Calendar

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

	Budget
	Schedule
	Hiring & Personnel
	Important Dates & Deadlines

AUGUST 2020

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

SEPTEMBER 2020

September 1, Tues. or earlier	DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO <u>ALL</u> DEPARTMENT FACULTY
September 2, Wednesday	First meeting of the Personnel Planning and Review Committee.

September 4, Friday	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2021.
September 5, Thursday	FINAL RECONCILIATION PERIOD END FOR SPRING 2020 CLASS SCHEDULE BUILD (CHAIRS)
Sept 5- Sept. 7 Sat - Mon.	Labor Day Holiday; all offices closed; No classes held on Saturday, September 5th or Sunday, September 7th
September 8, Tuesday	Advancement to Graduate Education Conference
September 11, Fri. or earlier	Election of College Personnel Committees for the 2020-21 academic year with selection of chairs as soon as possible thereafter.
September 11, Friday	Last day to register late, to add a class, or to change basis of grading.
September 14, Monday	COUNCIL OF CHAIRS MEETING
September 21, Monday	Fall 2020 Census date: 20th day of instruction after term classes begin.
September 22, Tues. or earlier	ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2020-21 ACADEMIC YEAR.
September 24, Thursday	Faculty Senate Meeting
September 25, Friday	Last day for submission of applications for sabbatical leave for the 2021-22 academic year to the Department Chair or Program Director.
September 29, Tues. or earlier	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.

OCTOBER 2020

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 3, Thursday	END OF REVIEW PERIOD FOR SPRING 2020 CLASS SCHEDULE BUILD (DEANS)
October 3, Thursday	Close of Spring 2020 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 FORWARDED 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
December 9 – 15, Wed. - Tues.	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

JANUARY 2021

January/February Individual College Mid-year Budget Review Meeting with Provost

January Preliminary budget for next year from Governor

January EPC & GSC Deadline for Colleges to submit revised Spring 2022 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2021

January 1, Friday New Year's Day Observed

January 4, Monday. or earlier 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.

January 7, Thurs. or earlier The President will notify each sabbatical leave applicant of the decision on the proposal.

January 14- 15 Thurs- Fri FACULTY RETREAT

January 15, Fri. or earlier 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.

January 18, Monday Martin Luther King, Jr. Day; Campus Closed

January 20, Wednesday	Spring 2021 semester officially begins, Department meetings
January 22, Fri. or earlier	The Chair of the Personnel Planning and Review Committee will make available to second-year probationary faculty appellants the Committee's 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 18, Thursday

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 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, Sunday
Financial Services – 2019/20 Year End Calendar Available

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 for review by the Personnel Planning and Review Committee.

March 22, Monday. or earlier
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.

March 24, Wed. or earlier
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.

March 27, Friday (tentative)
Annual CSUN Student Research and Creative Works Symposium

March 31, Wednesday
Cesar Chavez Holiday; Campus Closed

APRIL 2021

April 1, Thurs. or earlier
The Dean submits a recommendation to the Provost, copied to the applicant, for approval or denial of the GRIF appointment.

April 1, Thurs. or earlier	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.
April 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.
April 1, Thurs. or earlier (Tentative)	DEPARTMENT CHAIRS POST IN THEIR DEPARTMENTS FOR 30 DAYS A PRELIMINARY LIST OF ALL TEMPORARY FACULTY MEMBERS WHO 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 2020 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.

June 1, Tues. or earlier

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.

October 29, Fri or earlier

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.