

CALIFORNIA STATE UNIVERSITY, EAST BAY

ACADEMIC-ADMINISTRATIVE CALENDAR

(<http://www.csueastbay.edu/OAA/calndr.pdf>)

2008-2009

Dates shown in this calendar represent final deadlines for the submission of all requisite documents.

Promotion, tenure and retention deadlines are contained in the *CSUEB Promotion, Tenure and Retention Policy and Procedures* document (<http://www.csueastbay.edu/OAA/docs.html>) as well as in this calendar.

Departments should consult their respective College Offices for the deadline dates for the completion of Class Schedules for each quarter.

September 22 First day of Fall Quarter, 2008

September 24 First day of classes for Fall Quarter, 2008

October 1 Submission of candidate's dossier to the chair for promotion and/or tenure.

October 23 Deadline for insertion of documentation into the dossier for candidates for promotion or tenure.

November 10 Submission of candidate's dossier for 1st and 2nd year retention.

November 14 Submission of candidate's portfolio to the chair for range elevation consideration.

November 14 Deadline for insertion of documentation into the dossier for 1st and 2nd year retention candidates.

November 14 Department Committee's recommendations on promotion and/or tenure candidates due in the office of the Chair.

November 20 Applications for sabbatical leave and difference in pay leave for 2009-2010 due in the Office of the Provost and Vice President, Academic Affairs.

December 1 Department Chair's recommendations on tenure candidates due in the Office of the College Dean.

December 1 Department Committee's recommendations on 1st and 2nd year retention candidates due in the office of the Chair.

December 10 Department Chair's recommendations on promotion candidates due in the Office of the College Dean.

December 10 Department Chair's recommendations on 1st and 2nd year retention candidates due in the Office of the College Dean.

December 15 Department Committee's recommendation on range elevation consideration due to the Department Chair.

- January 5 First day of classes for Winter Quarter, 2009.
- Winter 2009 President notifies applicants of decisions on applications for sabbatical leaves and difference-in-pay leaves for 2009-2010.
- Winter 2009 Evaluation of Tenured Faculty (Post-tenure Review): “The evaluation will normally be performed during the Winter Quarter. If the person being evaluated does not teach in Winter Quarter, the evaluation will take place in Spring Quarter.”
(Procedures for Evaluation of Tenured Faculty
<http://www.csueastbay.edu/OAA/docs.html>)
- January 15 Department Chair’s recommendation on range elevation consideration due in the Office of the College Dean.
- January 15 Submission of candidate's dossier on 3rd, 4th and 5th year retention.
- January 26 College Committee's recommendations on 1st and 2nd year retention candidates due in the Office of the College Dean.
- February 2 Deadline for insertion of documentation into the dossier for 3rd, 4th and 5th year retention candidates.
- February 5 College Dean's recommendations on 1st and 2nd year retention candidates due in the Office of the Provost and Vice President, Academic Affairs.
- February 16 College Committee's recommendations on tenure candidates due in the Office of the College Dean.
- February 16 Candidates for 1st and 2nd year retention are notified of decision.
- February 16 College Dean’s recommendation on range elevation consideration due in the Office of the Provost and Vice President, Academic Affairs.
- February 25 College Committee's recommendations on promotion candidates due in the Office of the College Dean.
- March 2 College Dean's recommendations on tenure candidates due in the Office of the Provost and Vice President, Academic Affairs.
- March 2 Department Committee's recommendations on candidates for 3rd, 4th and 5th year retention are due in the office of the Chair.
- March 10 College Dean's recommendations on promotion candidates due in the Office of the Provost and Vice President, Academic Affairs.
- March 16 Department Chair's recommendations on candidates for 3rd, 4th and 5th year retention due in the Office of the College Dean.
- March 16 Provost’s recommendations on range elevation consideration due.
- March 30 First day of classes for Spring Quarter, 2009

- Spring 2009 Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2009-2010; submit names of those elected to the College Dean; convene committee and prepare position announcement using the current template. (see Tenure-Track Search Process Guidelines, issued by Office of Academic Affairs)
- Spring 2009 Election of representative to the University Promotion and Tenure Committee 2009-2010 – “The College Dean shall arrange for the nomination and election of the member(s) of the University Committee from the College. ... This election shall be secret and conducted over a period of at least five academic days. This election shall be held no later than May 1.” (see 12.1.2 of the CSUEB PTR Policy and Procedures <http://www.csueastbay.edu/OAA/docs.html>)
- Spring 2009 Election of representative to the College Promotion and Tenure Committee 2009-2010 – “Department elections for members of the College Committee shall take place not later than June 7, and may not precede the election of the College representative(s) to the University Promotion and Tenure Committee.” (see 11.1.3 of the CSUEB Promotion, Tenure and Retention Policy and Procedures <http://www.csueastbay.edu/OAA/docs.html>)
- Spring 2009 Election of Department PTR Committee 2009-2010, after representative to the College Promotion and Tenure Committee is elected (see 10.1.4 of the CSUEB PTR Policy and Procedures <http://www.csueastbay.edu/OAA/docs.html>)
- April 15 Candidates being considered for range elevation are notified of the decision.
- April 15 University Committee's recommendations on tenure candidates due in the Office of the Provost and Vice President, Academic Affairs.
- April 24 College Committee's recommendations on candidates for 3rd, 4th and 5th year retention due in the Office of the College Dean.
- May 1 Full and part-time lecturer position announcements for 2009-2010 are due in the Office of the Provost and Vice President, Academic Affairs.
- May 5 University Committee's recommendations on promotion candidates due in the Office of the Provost and Vice President, Academic Affairs.
- May 11 College Deans recommendations on candidates for 3rd, 4th and 5th year retention are due in the Office of the Provost and Vice President, Academic Affairs.
- May 15 Tentative date that College Deans discuss requests to recruit for full-time faculty positions for 2010-2011 in group meetings with the Provost and Vice President, Academic Affairs. Discussions may continue into the summer.
- May 15 Performance appraisals for all non-faculty bargaining unit employees are due in the Office of Academic Resources. The appraisals shall evaluate performance during the period May 1, 2008 through April 30, 2009.
- May 29 Performance appraisals for all non-faculty bargaining unit employees are due in the Office of Human Resources.
- June 1 Candidates being considered for tenure are notified of decision.

- June 1 Candidates for 3rd, 4th and 5th year retention are notified of decision.
- June 1 Evaluations of tenured faculty (post-tenure review) (<http://www.csueastbay.edu/OAA/teneval.pdf>) due in the Office of the Provost and Vice President, Academic Affairs.
- June 1 Performance appraisals for MPP and Confidential employees are due in the Office of the Provost and Vice President, Academic Affairs. The appraisals will cover the period beginning July 1, 2008 through June 30, 2009.
- June 15 Candidates being considered for promotion are notified of decision.
- June 15 Periodic evaluations of temporary faculty (full-time and part-time) (<http://www.csueastbay.edu/OAA/petf.pdf>) are due in the Office of the College Dean.
- June 30 Performance appraisals for MPP and Confidential employees are due in the Office of Human Resources.
- July 1 Summaries of student evaluations (<http://www.csueastbay.edu/OAA/sumstev.pdf>), and periodic evaluations of temporary faculty (full-time and part-time) are due in the Office of the Provost and Vice President, Academic Affairs.

OTHER IMPORTANT TIMELINES TO NOTE:

Department Chair Review (*Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers and Department Chairs of the California State University, Hayward*)

“In the first and second year of a Chair’s term, the College Dean shall arrange for special meeting(s) with the faculty and staff of the department to discuss the performance of the Chair. The Department Chair shall not be present at this meeting. In a subsequent individual conference with the Chair, the Dean shall review the Chair’s performance, and may report to the President as appropriate.”

“Early in the third year of service of the incumbent Chair, or whenever for any reason a vacancy appears or is anticipated, the College Dean shall inform the department of the need to elect an advisory committee.”