

CHICAGO STATE UNIVERSITY
UNIVERSITY TIMETABLE
2008-2009

SUMMARY OF DATES FOR PERSONNEL ACTIONS

Contract Period: August 15, 2008 – May 15, 2009

Units A & B
Aug 29, 2008

Unit A – *Apply for promotion [Promotion to Professor] and (including Administrators)*

Sept. 8, 2008

Unit A – submit promotion Professor
Unit A – submit 2009-2009 assignment proposals

Sept. 15, 2008

Unit A & B (full-time) – apply for Final Four

Sept. 15, 2008

Unit A – submit 2nd & 3rd Year retention portfolio

Sept. 15, 2008

Unit A & B (full-time) – apply for summer 2009 assignment and state interest to teach Intersession

Sept. 17, 2008

Unit A apply for promotion to Assistant and Associate Professor

Sept. 29, 2008

Unit A – submit promotion to Assistant and Associate Professor

Oct. 8, 2008

Apply for PAI

Oct. 13, 2008

All eligible Units (A,B, & ASPs) & Administrators apply for sabbatical, administrative and retraining leaves

Oct. 22, 2008

Submit PAI portfolio

Oct. 27, 2008

Unit A – Review yearlong assignment with chair

Dec. 3, 2008

Faculty Excellence Committee develop procedures

Jan. 22, 2009

Submit for Tenure [application for Tenure by exceptionality: Letter due to chair with copy to contract administration – Due December 12, 2008], Portfolio due January 22, 2009 and submit 1st Year retention portfolios

Feb. 2, 2009

Unit A – submit 4th & 5th Year retention portfolios to DPC

Feb. 15, 2009

Unit B – lecturers (full- time)– request re-employment

Feb. 16, 2009

Submit portfolios full- and part-time (50% or more) appointment for annual evaluation

Mar. 3, 2009

Unit A faculty submit Faculty Excellence Portfolios to Provost's Office

Mar. 26, 2009

Unit B, ASP and C submit annual work plans to supervisor/chair

Apr. 1 – May 1, 2009

Unit B & C: evaluations completed before continued appointment letters can be issued

Apr. 1-24, 2009

Election of department chairpersons

Apr. 13, 2009

1st Year Unit A faculty request advance standing status for years toward tenure

April 15, 2009

Unit A – tenured faculty annual evaluation material due

May 1, 2009

Unit A and B – faculty (full-time) receive summer employment status statements for 2009

May 8, 2009

Unit A and full-time Unit B receive approved yearlong

June 1, 2009

Unit B ASP and Unit C receive assignment of duties (contract date)

Departmental Personnel Committee	Sept. 19, 2008	Forward Promotions (Professor)
	Sept. 29, 2008	Report Promotions (Professor) Recommendations reconsiderations
	Sept. 30, 2008	Forward 2 nd and 3 rd Year Retention Recommendations
	Oct. 7, 2008	Report 2 nd and 3 rd Year Retention Reconsiderations
	Oct. 20, 2008	Forward Promotion Recommendations (Assistant and Associate)
	Oct. 29, 2008	Report Promotion Recommendations Reconsiderations (Assistant and Associate)
	Nov. 12, 2008	Forward PAI Recommendations
	Nov. 21, 2008	Report PAI Reconsiderations
	Feb. 2, 2009	Forward 1 st Year
	Feb. 10, 2009	Report 1 st Reconsiderations
Feb. 13, 2009	Tenure Recommendations	
Feb. 20, 2009	Forward 4 th and 5 th Year Retention Recommendation	
Feb. 24, 2009	Tenure Reconsiderations	
Feb. 27, 2009	Report 4 th and 5 th Year Retention Reconsiderations	
Department Chairperson	Sept. 12, 2008	Receive instructions for Yearlong faculty schedules
	Oct. 1, 2008	Forward promotions (Professors)
	Oct. 10, 2008	Submit summer 2009 course proposals intersession and rotation Plans to Deans for approval
		Report Promotion Recommendations/Reconsiderations (Professor)
	Oct. 17, 2008	Forward 2 nd & 3 rd Year Retention Recommendations
	Oct. 24, 2008	Discuss 2009-2010 yearlong assignments with faculty
	Oct. 24, 2008	Report 2 nd & 3 rd Year Retention reconsiderations
	Nov. 3, 2008	Receive Tentative summer 2009 course list; discuss Assignments; notify Unit B lecturers of place on summer rotation roster (and Unit A) (Contract date)
		Promotion to Assistant and Associate Recommendations
	Nov. 12, 2008	Promotion to Assistant and Associate Reconsiderations
	Nov. 14, 2008	Forward sabbatical, administrative educational and retraining leave recommendations
		Submit yearlong proposals and encumbrance forms to Dean for 2009-2010
	Dec. 3, 2008	Forward PAI recommendations
	Dec. 15, 2008	Report PAI reconsiderations
	Feb. 19, 2009	Forward 1 st Year recommendations
Feb. 23, 2009	Report 1 st Year reconsiderations and Tenure recommendations	
Mar 1, 2009	Override requests due for 2008-2009	
Mar. 6, 2009	Forward 4 th & 5 th Year retention recommendations	
Mar. 10, 2009	Tenure reconsiderations	
Mar. 13, 2009	Chair develops re-employment roster for Unit B lecturers (contract date)	
	Report Unit B lecturer retention recommendation to deans	
	Report 4 th & 5 th Year retention reconsiderations	

	Apr. 1, 2009	Chairs notify lecturers of position on re-employment list (Contract Date)
	Apr. 14, 2009	Chairs sends work plan for Unit B, ASP and C to Dean
	Apr. 1 – May 1	Unit B lecturer annual evaluations, completed before continued appointment letters can be issued.
	April 30, 2009	Forward tenured faculty annual evaluations
	May 1, 2009	Supervisor completes written evaluation Unit B, ASP, and C
	June 1, 2009	Unit A and full-time Unit B receive approved yearlongs
	July 15, 2009	Summer school overrides due
Dean	Oct. 15, 2008	Forward promotions (Professor)
	Oct. 24, 2008	Approved summer 2009 schedules to Summer Committee; copy to departments for chairs, faculty
	Oct. 24, 2008	Report Promotion Reconsiderations (Professor)
	Oct. 31, 2008	Forward 2nd & 3rd Year retention recommendations
	Nov. 7, 2008	Report 2nd & 3rd Year retention reconsiderations
	Nov. 14, 2008	Forward promotions (Assistant and Associate) recommendations
	Nov. 25, 2008	Report promotion (Assistant and Associate) reconsiderations
	Dec. 5, 2008	Forward sabbatical, administrative educational and Retraining leave recommendations for 2009-2010
		Review Yearlong Assignments and class schedules for 2009-2010 academic year
		Summer Schedule due to Provost
	Jan. 14, 2009	Forward PAI recommendations
	Jan. 23, 2009	Report PAI reconsiderations
		Mar. 2, 2009
Mar. 9, 2009		Report 1st Year reconsiderations
Mar 23, 2009		Forward Tenure recommendations
Mar 31, 2009		Forward 4th & 5th Year retention recommendations
		Report Tenure reconsiderations
	Apr 4 – May 5	Units B/C recommendations for continued retention
	Apr. 8, 2009	4th & 5th Year retention reconsiderations
	Apr 28 , 2009	Department forward chairpersons election recommendations
	May 1, 2009	Dean forward Chair recommendations
		Annual evaluation Unit B, ASP and C
	May 8, 2009	Forwards Unit B, ASP, and C work plans to Provost
	May 15, 2009	Tenured faculty annual evaluations
University Personnel Committee	Nov 3 , 2008	Forward promotions (Professor)
	Nov 10, 2008	Report promotions (Professor) reconsiderations
	Nov. 21, 2008	Forward 2nd & 3rd Year retention recommendations
	Dec 3, 2008	Forward promotions (Assistant and Associate) recommendations

	Dec 5, 2008	Report 2nd & 3rd Year retention reconsiderations
	Dec 12, 2008	Report promotions (Assistant and Associate) reconsiderations
	Jan 26, 2009	PAI recommendations
	Feb 6, 2009	PAI reconsiderations
	Mar. 13, 2009	Forward 1st Year recommendations
	Mar. 25, 2009	Report 1st Year reconsiderations
	Apr. 10, 2009	Forward Tenure recommendations
	Apr. 17, 2009	Forward 4th & 5th Year retention recommendations
	Apr. 20, 2009	Report Tenure reconsiderations
	Apr. 28, 2009	Report 4th & 5th Year retention reconsiderations
President and Provost	Dec. 12, 2008	Provost receives Yearlong Assignments from Deans
	Dec. 15, 2008	Announce 2nd & 3rd Year Retention Decisions
		Act on Sabbatical & Leave requests (Contract Date)
	Dec 19, 2008	Acts on promotion (Professor)
		Acts on Promotion (Assistant and Associate)
	Jan. 15, 2009	Announce faculty/staff of sabbatical, administrative educational and retraining leaves for 2009-2010
	Jan. 30, 2009	Provost reviews assignments with deans
	Feb. 1, 2009	Notify Unit B-ASPs of non-retention (Contract Date)
	Feb. 27, 2009	PAI recommendation
	Apr 1, 2009	Notify faculty of 1st Year retention decisions (Contract Date)
	April 21, 2009	Provost receives annual tenured faculty evaluations
	Apr. 30, 2009	Notify faculty of tenure retention recommendation
	May 1, 2009	Provost receives ASP/Unit C work plans
	May 1, 2009	Announce Faculty Excellence decisions
	May 6, 2009	At May Board of Trustees meeting, decision reached on Tenure
		Notify faculty of 4th and 5th Year retention decisions
		Promotion recommendations reported at Board meeting
		Provost forwards chair election results
	May 15, 2009	Announce chairpersons appointments
	June 1, 2009	Unit B-lecturers (full-time) letters of appointment
		ASP and Resource Professional Appointments letters(Contract Date)
		Notify faculty of Board action on tenure (Contract Date)
		Provost approves Unit B, ASP, C annual work plans
		Deadline for tenured faculty annual evaluations
	June 2, 2009	Unit B-ASP and C retention notification

FIRST YEAR OF SERVICE RETENTION*

- JANUARY
22nd (R) Date by which faculty members being evaluated for retention in their first year of service must submit their retention portfolios to the Department Personnel (**period: date hired to January 22, 2009**).
- FEBRUARY
2nd (M) Department Personnel Committees send personnel files and recommendations with written reasons to departments.
- Recommendations and reasons are copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (See Article 20.4 for details).
- FEBRUARY
10th (W) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- FEBRUARY
17th (T) Department chairpersons send personnel files and their recommendations with written reasons to the dean.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).
- FEBRUARY
23rd (M) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- MARCH
2nd (M) Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

MARCH
9th (M) Deans report recommendations based upon their reconsideration to:
DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT,
FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH
13th (F) University Personnel Committee sends personnel files and recommendations (with
written reasons if their recommendations are negative) to the Academic Vice
President for transmittal to the President.

Recommendations and reasons should be copied to: DEPARTMENT
PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN,
FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT,
CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative
recommendation at the University Personnel level which contradicts a positive
recommendation made by the Department Personnel Committee to request a
reconsideration of the recommendation made by the University Personnel
Committee (20.6).

MARCH
25th (W) University Personnel Committee reports recommendations based upon its
reconsideration to: DEPARTMENT PERSONNEL COMMITTEE,
DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT,
FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

APRIL
1st (W) President acts on recommendations presented by the Academic Vice President. The
President notifies (with written reasons if the decision is negative) the following of
her decision and copies: DEPARTMENT PERSONNEL COMMITTEE,
DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL ,
FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT,
CONTRACT ADMINISTRATOR.

*For regulations concerning performance standards for retention in various
probationary years, consult the 2006-2010 Contract (Article 19).

***For ASP and Unit C timelines, refer to separate timetable regarding retention and evaluation
procedures.**

RETENTION IN SECOND AND THIRD PROBATIONARY YEARS

- SEPTEMBER 15th (M) Date by which faculty members being evaluated for retention in their second and third probationary years must submit their retention portfolios to the Department Personnel. Faculty members undergoing second-year retention evaluation who have elected to have previous university teaching experience counted toward placement in probationary year three, four or five will be evaluated at a higher performance standard than those used for retention in probationary year two (**period: 2nd year: date hired to September 15, 2008; 3rd year: September 15, 2007 to September 15, 2008**).*
- SEPTEMBER 30th (T) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons are copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.4).
- OCTOBER 7th (T) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER 17th (F) Department chairpersons send personnel files and their recommendations with written reasons to the dean.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, DEAN, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).
- OCTOBER 24th (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- OCTOBER 31st (F) Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

NOVEMBER
7th (F)

Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE , ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

NOVEMBER
21st (F)

University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice for transmittal to the President. Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level which contradicts a positive recommendation made by the Department Personnel to request a reconsideration of the recommendation made by the University Personnel Committee (20.6).

DECEMBER
5th (F)

University Personnel Committee reports recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

DECEMBER
15th (M)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decision and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL , FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR (Contract Date).

*For regulations concerning performance standards for retention in various probationary years, consult the 2006-2010 Contract (Article 19).

RETENTION IN FOURTH AND FIFTH PROBATIONARY YEARS

FEBRUARY
2nd (M) Date by which faculty members being evaluated for retention in their fourth and fifth probationary years must submit their retention portfolios to the Department Personnel (**period: 4th year - September 15, 2007 to February 1, 2009, 5th year - February 1, 2008 to February 2, 2009**).*

FEBRUARY
20th (F) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.

Recommendations and reasons are copied to: ACADEMIC VICE PRESIDENT
DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBERS
CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.4).

FEBRUARY
27th (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH
6th (R) Department chairpersons send personnel files and their recommendations with written reasons to the dean.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

MARCH
14th (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH
31st (M) Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

APRIL
8th (W)

Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR

APRIL
17th (F)

University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level, which contradicts positive recommendations made by the Department Personnel Committee to request a reconsideration of the recommendation made by the University Personnel Committee (20.6).

APRIL
28th (T)

University Personnel Committee reports recommendations based upon reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

MAY
8th (F)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decision and copies : DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL , FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

*For regulations concerning performance standards for retention in various probationary years, consult the 2006-2010 Contract (Article 19).

UNIT B: LECTURER RE-EMPLOYMENT ROSTER AND EVALUATION

Appointments are contingent upon program need and availability of funds

FEBRUARY 15 th (S)	<p>Unit B faculty apply for retention. Appointment of Unit B faculty is contingent on program need and availability of funds. Unit B faculty notify in writing the chair in the department in which they hold their appointment of their wish to be considered for appointment the following year by February 15th (Contract Date).</p> <p>Unit B faculty are responsible for providing in writing any changes in their address or phone to the department chair by February 15th.</p>
FEBRUARY 16 th (M)	<p>Date by which Unit B faculty submit portfolios for retention to their department chair. Unit B faculty are evaluated annually after one academic term. Renewable five-year contracts are award based on: (1) ten plus years of instructional service, (2) “highly effective” performance evaluations for two years of the preceding five years.</p>
MARCH 15 th (S)	<p><u>Department Chair</u> develops a list of all employees wishing employment in the department during the subsequent year, providing a satisfactory evaluation has been conducted (Article 33.1) 2006-2010 <u>Contract</u> (Contract Date).</p>
APRIL 1 st (W)	<p><u>Deans</u> submit retention roster and annual evaluation (Contract Date).</p>
MAY 1 st (F)	<p>A teaching or resource professional with a temporary appointment shall be informed of his/her professional obligations in an appointment letter by May 1st, or at the time of appointment, whichever is later. (Annual evaluation must be completed before re-appointment letters can be issued (Contract Date).)</p>

TENURE

- JANUARY
22nd (R) Faculty members wishing to be considered for tenure should submit a letter of request and a portfolio of supporting materials to their department chairpersons. The applicant should forward a copy of the request to the Contract Administrator (**period: date hired to January 22, 2009**).*(Tenure by exceptionality apply by December 12, 2008.)
- FEBRUARY
13th (F) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEPARTMENT CHAIRPERSONS, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (22.10).
- FEBRUARY
24th (T) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- MARCH
2nd (M) Department chairpersons send personnel files and their recommendations with written reasons to the dean.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (22.10).
- MARCH
10th (T) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- MARCH
23rd (M) Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE. DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (22.11).

MARCH
31st (T)

Dean report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

APRIL
10th (F)

University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level which contradicts a positive recommendation made by the Department Personnel a reconsideration of the recommendations made by the University Personnel Committee.

APRIL
20th (M)

University Personnel Committee reports recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

APRIL
30th (R)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the recommendation is negative) the following of her recommendations: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, UNIVERSITY PERSONNEL, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MAY
6th (W)

President presents tenure recommendations to the Board. Board reviews and acts upon tenure recommendations at its regular May meeting on or about May 6TH.

JUNE
1st (M)

Notification to faculty member of the tenure decision by the Board provided by the President (Contract Date).

*For regulations concerning eligibility for tenure, consult the 2006-2010 Contract (Article 22) and the document entitled, "Educational Requirements for Tenure" which in the Appendix section of the Contract.

PROMOTION TO PROFESSOR

- AUGUST 29th (F) Faculty members wishing to be considered for promotion to full professor should apply by submitting a letter of request to their department chairpersons and to the Contract Administrator.
- SEPTEMBER 8th (M) Faculty members applying for promotion to professor should submit their portfolios to their chairpersons.
- SEPTEMBER 19th (F) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- SEPTEMBER 29th (M) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER 1st (W) Department chairpersons send personnel files and their recommendations with written reasons to the deans.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL, COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- OCTOBER 10th (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- OCTOBER 15th (W) Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.6).

OCTOBER
24th (F) Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

NOVEMBER
3th (M) University Personnel Committees send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President. Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level, which contradicts a positive recommendation made by the Department Personnel to request a reconsideration of the recommendation made by the University Personnel Committee (21.7).

NOVEMBER
10th (M) University Personnel Committees report recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

DECEMBER
19th (F) President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decisions and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

MAY
6th (W) President reports promotion decisions to the Board at its May meeting.

*For regulations concerning eligibility for promotion and for specific details concerning progression of exceptional applications, and the 2006-2010 Contract.

PROMOTION TO ASSISTANT AND ASSOCIATE PROFESSOR

- SEPTEMBER 17th (W) Faculty members wishing to be considered for promotion to assistant and associate professor should apply by submitting a letter of request to their department chairpersons and to the Contract Administrator.
- SEPTEMBER 29th (M) Faculty members applying for promotion to assistant or associate professor should submit their portfolios to their chairpersons.
- OCTOBER 20th (M) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- OCTOBER 29th (W) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- NOVEMBER 3rd (M) Department chairpersons send personnel files and their recommendations with written reasons to the deans.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- NOVEMBER 12th (W) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER 14th (F) Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.6).

NOVEMBER
25th (M)

Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

DECEMBER
3rd (W)

University Personnel Committees send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President. Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level, which contradicts a positive recommendation made by the Department Personnel to request a reconsideration of the recommendation made by the University Personnel Committee (21.7).

DECEMBER
12th (F)

University Personnel Committees report recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

DECEMBER
19th (F)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decisions and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

MAY
6th (W)

President reports promotion decisions to the Board at its May meeting.

*For regulations concerning eligibility for promotion and for specific details concerning progression of exceptional applications, and the 2006-2010 Contract.

ANNUAL EVALUATION OF TENURED FACULTY

The annual evaluation for tenured faculty members ***not*** being considered for promotion or professional advancement increases is a limited process to identify areas of strength and weakness and to improve performance and shall consist of the review of the following by department CHAIRPERSONS (Article 19.4). Materials completed since the last evaluation should be included in documents demonstrating performance in each area.

- (1) the required student course evaluations;
- (2) any documents the faculty members submits to update his/her vita and to substantiate performance in teaching/primary duties, research/creative activity and service; and
- (3) materials in the faculty members' personnel files.

APRIL
15th (W) Faculty members provide chairpersons and program directors with the above mentioned supporting materials and other professionally related materials for evaluation.

APRIL
30th (R) Chairpersons and program directors prepare a written evaluation statement for each faculty member considered.

MAY
15TH (F) Copies of the written evaluation statement shall be forwarded to the dean for review. A copy is sent to the employee who attach a written response.

JUNE
1st (M) "After the review, the dean will forward her/his recommendation to the provost."
(Article 19.4.c.(2))

SABBATICALS
UNIT A

- OCTOBER
13th (M) Faculty members will submit proposals on official forms to their department chairpersons.
- NOVEMBER
14th (F) Department chairpersons will recommend each proposal received as “academically acceptable” or “academically unacceptable”* and forward all proposals to the appropriate dean.
- DECEMBER
5th (F) Deans will recommend each proposal received as “academically acceptable” or “academically unacceptable”* and forward all proposals to the Academic Vice President.
- Provost and Academic Vice President will recommend each proposal received as “academically acceptable” or “academically unacceptable”* and forward all proposals to the President.
- The President will decide which proposals are “academically acceptable” and “academically unacceptable.”* The President will provide written reasons to the authors of “academically unacceptable” proposals and announce those whose proposals she judges acceptable.
- JANUARY
15th (R) The President will announce the names of those receiving sabbaticals.

*Written reasons for a recommendation of "academically unacceptable" will be provided by the individual making the recommendation.

ADMINISTRATIVE EDUCATIONAL AND RETRAINING LEAVES

OCTOBER 13 th (M)	Faculty members submit applications on official forms to their department chairpersons.
NOVEMBER 14 th (F)	Department chairpersons provide a recommendation, supported by written reasons, for each application based on University programmatic needs. <u>All</u> applications are forwarded to the appropriate dean.
DECEMBER 5 th (F)	<p>Deans provide a recommendation, supported by written reasons, for each application based on University programmatic needs. <u>All</u> applications are forwarded to the Provost and Academic Vice President.</p> <p>Provost and Academic Vice President provides a recommendation, supported by written reasons, for each application based on University programmatic needs. <u>All</u> applications are forwarded to the University President.</p> <p>The University President acts on the recommendations presented by the Provost and Academic Vice President and notifies faculty members of her decisions.</p>
JANUARY 15 th (R)	The President will announce the names of those receiving leaves.

Note: Applications submitted pursuant to Article 24, 2006-2010 Contract, Staff Reduction Procedures, shall be considered at any time.

ASSIGNMENT OF DUTIES (UNIT A, B: LECTURERS, C AND UNIT B - ASP)

2009--2010

Yearlong Assignments

SEPTEMBER 12 th (F)	Chairpersons and program directors receive instructions and guidelines.
SEPTEMBER 26 th (F)	A Unit A faculty member or a resource professional may submit a proposal for an assignment for consideration by the chairpersons/program director.
OCTOBER 27 th (M)	Chairpersons and program directors discuss tentative workload and assignments with Unit A faculty and build department schedules.
NOVEMBER 14 th (F)	Chairpersons and program directors submit schedules, workloads and assignments to deans.
DECEMBER 3 rd (W)	Deans review schedules and assignments and request changes, if necessary. Changes will be discussed with faculty and resource professionals when/if changes are necessary.
DECEMBER 12 th (F)	Yearlong Assignments and class schedule information are due in the Office of the Provost and Vice President for Academic Affairs to Course Scheduling.
JANUARY 30 th (F)	Provost's Office will review schedules and assignments with DEAN for final approval. If changes faculty and resource professionals will be contacted by chairs.
FEBRUARY 15 th (Su)	Unit B – Lecturers apply for re-employment to chairs.
FEBRUARY 27 th (F)	Academic Support Professionals and Unit C meet to discuss schedules, work loads, assignments, and duties with supervisor/chairs.
MARCH 15 th (Su)	Chairs develop re-employment roster for Unit B (Contract Date).
APRIL 1 st (W)	Chairs notified Unit B – Lecturers of position on roster (Contract Date).
APRIL 14 th (T)	Academic Support Professionals and Unit C workplans submitted to appropriate Dean.
May 8 th (F)	Academic Support Professionals and Unit C submit workplans to Provost and Vice President for Academic Affairs.
JUNE 1 st (M)	Date by which Unit A faculty members and resource professionals and full-time Unit B – Lecturers receive official written copy of the 2009-2010 assignment of duties. Each Unit B- ASP and Unit C employee shall receive her/his official written assignment of duties reflected in an annual work plan by June 1 st , or at the time of appointment, whichever is later (Contract Date).
NOTE:	Faculty members shall receive a copy of any modification in the 2009-2010 yearlong

assignment of duties from their department chairpersons and/or director.

SUMMER SESSION 2009

SEPTEMBER 15 th (M)	Declaration of Final Four for summer Employment. This is an irrevocable declaration to retire (letter to chairs and contract administrator with date of retirement). Faculty members who wish consideration for teaching in the Summer School, 2009, must notify their chairpersons or program directors in writing by this date.
OCTOBER 10 th (F)	Department chairpersons, after consultation with faculty, submit Summer School course proposals including Extension and Distance Learning courses and the department's summer school rotation plan to the appropriate Dean and University Vice President.
OCTOBER 24 th (F)	Deans review schedules and assignments and request changes, if necessary. Changes will be discussed with faculty when/if changes are necessary. All changes must be approved by the Summer School Committee.
NOVEMBER 3 rd (M)	Chairpersons and program directors receive tentative Summer School course lists (Including contract and extension courses) from Summer School Committee.
DECEMBER 3 rd (W)	All approved schedules are due in the office of Contract Administration (ADM 309).
DECEMBER 12 th (F)	Summer School Committee reviews schedules and assignments. Changes will be sent to department chairs.
DECEMBER 19 th (F)	Faculty receive preliminary summer 2009 assignments from department chairs. Preliminary summer schedule on the WEB.
APRIL 30 th MAY 4-29 th	Priority WEB registration begins for Summer advanced registration Regular campus summer registration (opens before each session).
MAY 8 th (F)	Date by which Summer School faculty members receive their Summer Session 2009 Employment Status Form.
JULY 15 th (W)	Overrides authorization for Summer School due in Office of Contract Administration.

***PROFESSIONAL ADVANCEMENT INCREASE**

UNIT A (Article 19.5)

OCTOBER 8 th (W)	Faculty members wishing to be considered for the professional advancement increase should apply by submitting a letter of request to their department CHAIRPERSONS. The applicant should forward a copy of the request to the Contract Administrator.
OCTOBER 22 nd (W)	Faculty members applying for the professional advancement increase should submit their portfolios to their chairpersons.
NOVEMBER 12 th (W)	Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBERS CONCERNED, DEAN, CONTRACT ADMINISTRATOR. Individuals have three working days after receipt of notification to request a reconsideration of the recommendation.
NOVEMBER 21 st (F)	Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
DECEMBER 3 rd (W)	Department chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR. Individuals have three working days after receipt of notification to request a reconsideration of the recommendation.
DECEMBER 15 th (M)	Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
JANUARY 14 th (W)	Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee . Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation.

JANUARY
23rd (F)

DEANS report recommendations based upon their reconsideration to:
DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT,
FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

JANUARY
26th (M)

University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level which contradicts a positive recommendation made by the Department Personnel Committee or by the department chairpersons to request a reconsideration of the recommendation made by the University Personnel Committee.

FEBRUARY
6th (F)

University Personnel Committee reports recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

FEBRUARY
27th (F)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decisions and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL , FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

*For the regulations concerning eligibility for the professional advancement increase and for specific details pertaining to the evaluation process, consult the 2006-2010 Contract (Article 19).

FACULTY EXCELLENCE AWARDS
UNIT A

OCTOBER 8 th (W)	President shall request of the Faculty Senate and the Union recommendations of the faculty to serve on the Faculty Excellence Awards .
NOVEMBER 7 th (F)	University President selects seven of the faculty recommended by the Faculty Senate and Union, who are members of the bargaining unit, and appoints them to serve on the Faculty Excellence Awards Committee.
DECEMBER 3 rd (W)	The Faculty Excellence Awards Committee shall develop procedures for the nomination of eligible employees and the process by which they will make their award recommendations.
JANUARY 26 th (W)	Faculty receive information regarding procedures for nominating faculty for the Faculty Excellence Award and the process by which recommendations will be made for faculty to receive the award.
MARCH 3 rd (T)	All portfolios are due in the Office of the Provost and Vice President for Academic Affairs.
APRIL 15 th (W)	Faculty Excellence Awards Committee recommends nominees to the President (Contract Date).
MAY 1 st (F)	President announces the names of the individuals to receive a Faculty Excellence Award.

ELECTION OF CHAIRPERSONS

MARCH
3rd (T)

Deans are notified which departments in their colleges must hold an election to recommend a chairpersons for the next three years. The DEAN will receive the procedures for the election of department CHAIRPERSONS and the position description for department chairpersons.

APRIL
1st (W) - 24th (F)

Departments conduct their elections.

APRIL
28th (T)

Departments forward their recommendations to the dean.

MAY
1st (F)

Deans forward departmental recommendations, along with their own, to the Provost and Vice President for Academic Affairs.

MAY
8th (F)

The Provost provides the President with the election results.

MAY
15th (F)

The University President announces his/her decisions.

**Important Dates to Remember
2008-2009**

(Some Date are Subject to Change)

April 22-August 9 August 11-22, 2008 August 18 – 22, 2008 August 21, 2008 August 25, 2008	Advance Fall Web Registration via CSU-Xpress Fall Web Registration via CSU X-press/Intersession Registration Regular Registration – via CSU X-press Cut Session Day and Evening Classes begin
September 1, 2008	Labor Day Holiday – No Class
October 27, 2008	Midterm Grade Reports due to Registrar
November 12-30, 2008 November 27 – 28, 2008	Priority Web Spring 2009 Registration Thanksgiving Holiday
December 3, 2008 December 4 – 10, 2008 December 11, 2008 December 12, 2008 December 8-January 6, 2009 December 16-January 16, 2009	Last Day of Classes – fall term Final Exam Period Final Grade Reports due to Registrar via CSU X-press Fall term ends Intersession Spring 2009 Web Registration
January 19, 2009 January 22, 2009 January 26, 2009 January 26-27, 2009	Martin Luther King’s Holiday – no classes, campus holiday Cut Session Day and Evening Classes begin Late Registration
February 2, 2009 February 16, 2009	Graduation Application Deadline President’s Day – no classes, campus holiday
March 15 – 22, 2009 March 23 –April 30, 2009	Spring Recess – no classes (not campus holiday) Summer 2009 Priority Web Registration students continue to register on campus and via the web prior to the start of each session
April 3, 2009 April 22-August 9, 2008 April , 2009 Apr. 30, May 4-7, 13-17, 2009	Midterm Grade Reports due to Registrar via CSU X-press Priority Registration Fall 2009 Honors Convocation (TBA) Regular Registration – all summer sessions
May 13, 2009 May 14-20, 2009 May 21, 2009 May 22, 2009 May , 2009 May 25, 2009	Last Day of Classes Final Exam Period Final Grade Reports due to Registrar via CSU X-press Spring Semester Ends Commencement (TBA) Memorial Day – no classes, campus holiday
June 8, 2009	Summer Session 1 st five week (ends 7/10) & 10 weeks session begin
July 4, 2009 July 13, 2009	Independence Day – no classes, campus holiday Summer Session 2 nd five Week (ends 8/13)
August 13, 2009 August 14, 2009 August 18-22, 2009 August 20, 2009 August 24, 2009	Summer School ends Summer School Final Grade Reports due to Registrar via CSU X-press Fall 2009 Web and Intersession Registration Cut Session Fall 2009 class Begins (on campus registration starts)