

**CHICAGO STATE UNIVERSITY
UNIVERSITY TIMETABLE
2009-2010**

SUMMARY OF DATES FOR PERSONNEL ACTIONS

Contract Period: August 15, 2009 – May 18, 2010

Units A & B

Aug 28, 2009	Unit A – <i>Apply</i> for <u>promotion [Promotion to Professor]</u> and <u>(including Administrators)</u>
Sept. 8, 2009	Unit A – submit <u>promotion Professor</u> portfolio
Sept. 15, 2009	Unit A – submit 2009-2010 assignment proposals Unit A & B (full-time) – apply for Final Four Unit A – <u>submit 2nd & 3rd Year</u> retention portfolio Unit A & B (full-time) – apply for summer 2010 assignment and state interest to teach Intersession
Sept. 17, 2009	Unit A apply for promotion to Assistant and Associate Professor
Sept. 29, 2009	Unit A – submit promotion to Assistant and Associate Professor
Oct. 8, 2009	Apply for PAI
Oct. 13, 2009	All eligible Units (A,B, & ASPs) & Administrators apply for <u>sabbatical, administrative and retraining leaves</u>
Oct. 22, 2009	Submit PAI portfolio
Oct. 27, 2009	Unit A – Review yearlong assignment with chair
Dec. 3, 2009	Faculty Excellence Committee develop procedures
Jan. 22, 2010	Submit for Tenure [application for Tenure by exceptionality: Letter due to chair with copy to contract administration – Due December 12, 2009], Portfolio due January 22, 2010 and submit <u>1st Year</u> retention portfolios
Feb. 2, 2010	Unit A – submit 4 th & 5 th Year retention portfolios to DPC
Feb. 15, 2010	Unit B – lecturers (full-time) – request <u>re-employment (Contract Date)</u> <u>Submit portfolios</u> full- and part-time (50% or more) appointment for annual evaluation
Feb. 26, 2010	Unit-ASP and Unit C send work plans to supervisor to discuss and approve
Mar. 3, 2010	Unit A faculty submit Faculty Excellence Portfolios to Provost's Office
Mar. 26, 2010	Unit B-ASP and Unit C submit annual work plans to supervisor/chair
Apr. 1–10, 2010	Unit B & C: evaluations completed before continued appointment letters can be issued
Apr. 1-23, 2010	Election of department chairpersons
Apr. 13, 2010	1 st Year Unit A faculty request advance standing status for years toward tenure
Apr. 15, 2010	Unit A – tenured faculty <u>annual evaluation</u> material due
May 4, 2010	Unit A and B – faculty (full-time) receive summer employment status statements for 2010
May 7, 2010	Unit A and full-time Unit B receive approved yearlong
June 1, 2010	Unit B ASP and Unit C receive assignment of duties (Contract Date)

Departmental Personnel Committee

Sept. 18, 2009	Forward Promotions (Professor)
Sept. 29, 2009	Report Promotions (Professor) Recommendations reconsiderations
Sept. 30, 2009	Forward 2 nd and 3 rd Year Retention Recommendations
Oct. 7, 2009	Report 2 nd and 3 rd Year Retention Reconsiderations
Oct. 20, 2009	Forward Promotion Recommendations (Assistant and Associate)
Oct. 29, 2009	Report Promotion Recommendations Reconsiderations (Assistant and Associate)
Nov. 12, 2009	Forward PAI Recommendations
Nov. 20, 2009	Report PAI Reconsiderations
Feb. 2, 2010	Forward 1 st Year
Feb. 10, 2010	Report 1 st Reconsiderations
Feb. 12, 2010	Tenure Recommendations
Feb. 15, 2010	Forward 4 th and 5 th Year Retention Recommendation
Feb. 24, 2010	Tenure Reconsiderations
March 1, 2010	Report 4 th and 5 th Year Retention Reconsiderations

Department Chairperson

Sept. 10, 2009	Receive instructions for Yearlong faculty schedules
Oct. 1, 2009	Forward promotions (Professors)
Oct. 9, 2009	Submit summer 2010 course proposals intersession and rotation Plans to Deans for approval Report Promotion Reconsiderations (Professor)
Oct. 16, 2009	Forward 2 nd & 3 rd Year Retention Recommendations
Oct. 23, 2009	Discuss 2010-2011 yearlong assignments with faculty Report 2 nd & 3 rd Year Retention reconsiderations
Nov. 2, 2009	Receive Tentative summer 2010 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, 2009	Promotion to Assistant and Associate Reconsiderations Forward sabbatical, administrative educational and retraining leave recommendations Submit yearlong proposals to Dean for 2010-2011
Dec. 3, 2009	Forward PAI recommendations
Dec. 15, 2009	Report PAI reconsiderations
Feb. 17, 2010	Forward 1 st Year recommendations
Feb. 23, 2010	Report 1 st Year reconsiderations and Tenure recommendations
Mar. 1, 2010	Override requests due for 2009-2010
Mar. 3, 2010	Tenure reconsiderations
Mar. 5, 2010	Forward 4 th & 5 th Year retention recommendations
Mar. 12, 2010	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, 2010	Chairs notify lecturers of position on re-employment list (Contract Date)
Apr. 1–Apr. 30	Chairs sends work plan for Unit B, ASP and C to Dean Unit B lecturer annual evaluations, completed before continued appointment letters can be issued.
Apr. 14, 2010 Apr. 30, 2010	Supervisor completes written evaluation Unit B, ASP, and C Forward tenured faculty annual evaluations
May 7, 2010	Unit A and full-time Unit B receive approved yearlongs
July 15, 2010	Summer school overrides due
<u>Dean</u>	
Oct. 15, 2009	Forward promotions (Professor)
Oct. 23, 2009	Approved summer 2010 schedules to Summer Committee; copy to departments for chairs, faculty
Oct. 23, 2009	Report Promotion Reconsiderations (Professor)
Oct. 30, 2009	Forward 2 nd & 3 rd Year retention recommendations
Nov. 6, 2009	Report 2 nd & 3 rd Year retention reconsiderations
Nov. 16, 2009	Forward promotions (Assistant and Associate) recommendations
Nov. 25, 2009	Report promotion (Assistant and Associate) reconsiderations and Summer Schedule due to Provost
Dec. 4, 2009	Forward sabbatical, administrative educational and Retraining leave recommendations for 2010-2011 Review Yearlong Assignments and class schedules for 2010-2011 academic year
Jan. 14, 2010	Forward PAI recommendations
Jan. 22, 2010	Report PAI reconsiderations
Mar. 2, 2010	Forward 1 st Year recommendations
Mar. 9, 2010	Report 1 st Year reconsiderations
Mar. 23, 2010	Forward Tenure recommendations
Mar. 31, 2010	Forward 4 th & 5 th Year retention recommendations Report Tenure reconsiderations
Apr. 1 – Apr. 30	Units B/C recommendations for continued retention
Apr. 8, 2010	4 th & 5 th Year retention reconsiderations
Apr. 28, 2010	Department forward chairpersons election recommendations
Apr. 30, 2010	Dean forward Chair recommendations Annual evaluation Unit B, ASP and C Forwards Unit B, ASP, and C work plans to Provost
May 14, 2010	Tenured faculty annual evaluations

University Personnel Committee

Nov. 3, 2009	Forward promotions (Professor)
Nov. 10, 2009	Report promotions (Professor) reconsiderations
Nov. 20, 2009	Forward 2 nd & 3 rd Year retention recommendations
Dec. 3, 2009	Forward promotions (Assistant and Associate) recommendations
Dec. 4, 2009	Report 2 nd & 3 rd Year retention reconsiderations

Dec. 11, 2009	Report promotions (Assistant and Associate) reconsiderations
Jan. 26, 2010	PAI recommendations
Feb. 5, 2010	PAI reconsiderations
Mar. 12, 2010	Forward 1st Year recommendations
Mar. 25, 2010	Report 1st Year reconsiderations
Apr. 12, 2010	Forward Tenure recommendations
Apr. 16, 2010	Forward 4th & 5th Year retention recommendations
Apr. 20, 2010	Report Tenure reconsiderations
Apr. 28, 2010	Report 4th & 5th Year retention reconsiderations

President and Provost

Dec. 11, 2009	Provost receives Yearlong Assignments from Deans
Dec. 15, 2009	Announce 2nd & 3rd Year Retention Decisions
	Act on Sabbatical & Leave requests (Contract Date)
	Acts on promotion (Professor)
	Acts on Promotion (Assistant and Associate)
Jan. 15, 2010	Announce faculty/staff of sabbatical, administrative educational and retraining leaves for 2010-2011
Jan. 29, 2010	Provost reviews assignments with deans
Feb. 1, 2010	Notify Unit B-ASPs of non-retention (Contract Date)
Feb. 26, 2010	PAI recommendation
Apr. 1, 2010	Notify of 1st Year retention decisions (Contract Date)
Apr. 30, 2010	Notify faculty of tenure retention recommendation
	Provost receives ASP/Unit C work plans
	Announce Faculty Excellence decisions
May 7, 2010	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 14, 2010	Announce chairpersons appointments
May 21, 2010	Provost reviews annual tenured faculty evaluations
June 1, 2010	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
	Unit B-ASP and C retention notification

FIRST YEAR OF SERVICE RETENTION*

JANUARY, 2010
22nd (F) 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, 2010)**.

FEBRUARY
2nd (T) 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 (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 (20.5).

FEBRUARY
23rd (T) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH
2nd (T) 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 (T) Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH 12th (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 (R) 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 (R) 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 (T) 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, 2009; 3rd year: September 15, 2008 to September 15, 2009).***
- SEPTEMBER 30th (W) 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 (W) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER 16th (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 23rd (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- OCTOBER 30th (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
6th (F)

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

NOVEMBER
20th (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
4th (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 (T)

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 (T) 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, 2008 to February 1, 2010, 5th year - February 2, 2009 to February 1, 2010**).*

FEBRUARY
15th (M) 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).

MARCH
1st (M) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH
5th (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, 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
12th (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH
31st (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 (20.5).

APRIL
8th (R)

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

APRIL
16th (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 (W)

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

MAY
7th (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 2009
15th (M) 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).

Unit B faculty are responsible for providing in writing any changes in their address or phone to the department chair by February 15th.

FEBRUARY
16th (T) 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 awarded based on: (1) ten plus years of instructional service, (2) “highly effective” performance evaluations for two years of the preceding five years.

MARCH
15th (M) Department Chair 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 Contract (Contract Date).

APRIL
1st -10th Department chair conducts annual evaluation.

APRIL
15th (R) Deans submit retention roster and annual evaluation (Contract Date).

MAY
1st (S) 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.) (Submit by April 30th)

TENURE

- DECEMBER 12th Application due for tenure by exceptionality. Letter to chair and Provost Office.
- JANUARY,2010 22nd (F) 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, 2010**).*(Tenure by exceptionality apply by December 12, 2009.)
- FEBRUARY 12th (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 19th (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- FEBRUARY 23rd (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 (22.10).
- MARCH 3rd (W) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- MARCH 23rd (T) 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 (W)

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

APRIL
12th (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, 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 (T)

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 (F)

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
7th (F)

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 (T)

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, 2009
28th (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 (T) Faculty members applying for promotion to professor should submit their portfolios to their chairpersons.
- SEPTEMBER
18th (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 (T) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER
1st (R) 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
9th (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- OCTOBER
15th (R) 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
23rd (F) Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

NOVEMBER
3th (T) 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 (T) 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
15th (T) 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, 2010
7th (F) 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 (R) 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 (T) Faculty members applying for promotion to assistant or associate professor should submit their portfolios to their chairpersons.
- OCTOBER 20th (T) 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 (R) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- NOVEMBER 2nd (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 (R) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER 16th (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 (21.6).

NOVEMBER 25th (W) Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

DECEMBER 3rd (R) 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 11th (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 15th (T) 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, 2009 7th (F) 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 (R) Faculty members provide chairpersons and program directors with the above mentioned supporting materials and other professionally related materials for evaluation. [to chair]

APRIL
30th (F) Chairpersons and program directors prepare a written evaluation statement for each faculty member considered. [to dean]

MAY
7th (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.
"After the review, the dean will forward her/his recommendation to the provost."
(Article 19.4.c.(2)) [to provost]

JUNE
1st (T) Letters on evaluation status from President.

SABBATICALS
UNIT A

OCTOBER, 2009 Faculty members will submit proposals on official forms to their department
13th (T) chairpersons.

NOVEMBER Department chairpersons will recommend each proposal received as “academically
12th (R) acceptable” or “academically unacceptable”* and forward all proposals to the appropriate dean.

DECEMBER Deans will recommend each proposal received as “academically acceptable” or
4th (F) “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, 2010 The President will announce the names of those receiving sabbaticals.
15th (F)

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

ADMINISTRATIVE EDUCATIONAL AND RETRAINING LEAVES

OCTOBER, 2009 13 th (T)	Faculty members submit applications on official forms to their department chairpersons.
NOVEMBER 12 th (R)	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 4 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, 2010 15 th (F)	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)

**2010--2011
Yearlong Assignments**

SEPTEMBER, 2009 11 th (F)	Chairpersons and program directors receive instructions and guidelines.
SEPTEMBER 25 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 26 th (M)	Chairpersons and program directors discuss tentative workload and assignments with Unit A faculty and build department schedules.
NOVEMBER 16 th (M)	Chairpersons and program directors submit schedules, workloads and assignments to deans.
DECEMBER 3 rd (R)	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 11 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, 2010 29 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 (M)	Unit B – Lecturers apply for re-employment to chairs.
FEBRUARY 26 th (F)	Academic Support Professionals and Unit C meet to discuss schedules, work loads, assignments, and duties with supervisor/chairs.
MARCH 15 th (M)	Chairs develop re-employment roster for Unit B (Contract Date).
APRIL 1 st (R)	Chairs notified Unit B – Lecturers of position on roster (Contract Date). Academic Support Professionals and Unit C workplans submitted to appropriate Dean.
APRIL 15 th (R)	Academic Support Professionals and Unit C submit workplans to Provost and Vice President for Academic Affairs.
JUNE 1 st (T)	Date by which Unit A faculty members and resource professionals and full-time Unit B – Lecturers receive official written copy of the 2010-2011 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 1st, or at the time of appointment, whichever is later (Contract Date).

NOTE: Faculty members shall receive a copy of any modification in the 2010-2011 yearlong assignment of duties from their department chairpersons and/or director.

SUMMER SESSION 2010

SEPTEMBER, 2009
15th (T) 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, 2010, must notify their chairpersons or program directors in writing by this date.

OCTOBER
9th (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
23rd (F) Deans receives schedules and assignments from Summer school committee 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
18th (W) Chairpersons and program directors receive tentative Summer School course lists (Including contract and extension courses) from Summer School Committee.

DECEMBER
1st (T) All approved schedules are due in the office of Contract Administration (ADM 308).

DECEMBER
11th (F) Summer School Committee reviews schedules and assignments. Changes will be sent to department chairs.

DECEMBER
18th (F) Faculty receive preliminary summer 2010 assignments from department chairs. Preliminary summer schedule on the WEB.

MARCH, 2010
23rd (T) Priority WEB registration begins for Summer advanced registration

APRIL 30th –
MAY 15th Regular campus summer registration (opens before each session).

MAY
14th (F) Date by which Summer School faculty members receive their Summer Session 2010 Employment Status Form.

JULY
15th (W) Overrides authorization for Summer School due in Office of Contract Administration.

***PROFESSIONAL ADVANCEMENT INCREASE**
UNIT A (Article 19.5)

- OCTOBER, 2009
8th (R) 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
22nd (R) Faculty members applying for the professional advancement increase should submit their portfolios to their chairpersons.
- NOVEMBER
12th (R) 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
20th (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- DECEMBER
3rd (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.
- DECEMBER
15th (T) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- JANUARY, 2010
14th (T) 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
22nd (F)

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

JANUARY
26th (T)

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
5th (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
26th (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, 2009 8 th (R)	President shall request of the Faculty Senate and the Union recommendations of the faculty to serve on the Faculty Excellence Awards .
NOVEMBER 6 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 (R)	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, 2010 26 th (T)	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 (W)	All portfolios are due in the Office of the Provost and Vice President for Academic Affairs.
APRIL 15 th (R)	Faculty Excellence Awards Committee recommends nominees to the President (Contract Date).
APRIL 30 th (F)	President announces the names of the individuals to receive a Faculty Excellence Award.

ELECTION OF CHAIRPERSONS

MARCH
3rd (W)

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) - 23rd (F)

Departments conduct their elections.

APRIL
28th (W)

Departments forward their recommendations to the dean.

MAY
3rd (M)

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

MAY
7th (F)

The Provost provides the President with the election results.

MAY
14th (F)

The University President announces his/her decisions.

**Important Dates to Remember
2009-2010
August 15, 2009 – May 18, 2010**

(Some Date are Subject to Change)

April 22-August 9, 2009	Advance Fall Web Registration via CSU-Xpress
August 12-19, 2009 August 20, 2009 August 25, 2009	Fall Web Registration via CSU X-press/Intersession Registration Cut Session Day and Evening Classes begin
September 7, 2009 September 15 , 2009	Labor Day Holiday – No Class Deadline to file for December, 2009 Graduation Fall Convocation – Jones Convocation Center
October 26, 2009	Midterm Grade Reports due to Registrar
November 12-30, 2009 November 26 – 27, 2009	Priority Web Spring 2010 Registration/Intersession Registration Thanksgiving Holiday
December 5, 2009 December 7 – 12, 2009 December 8-Jan. 13, 2010 December 14, 2009 December 15, 2009 December 15-Jan. 14, 2010	Last Day of Classes – fall term Final Exam Period Intersession (tentative dates – Grades due January 14, 2010) Final Grade Reports due to Registrar via CSU X-press Fall term ends Spring 2010 Web Registration (December 24-25 No Intersession Classes and December 31-January 1 No Intersession Classes)
December 17, 2009	Fall Commencement – Jones Convocation Center
January 14, 2010 January 18, 2010 January 19, 2010 January 20-21, 2010	Cut Session Martin Luther King’s Holiday – no classes, campus holiday Day and Evening Classes begin Late Registration
February 2, 2010 February 15, 2010	Graduation Application Deadline (May 20th Commencement – tentative) President’s Day – no classes, campus holiday
March 15 – 21, 2010 March 23 –April 30, 2010	Spring Recess – no classes (not campus holiday) Summer 2010 Priority Web Registration students continue to register on campus and via the web prior to the start of each session
April 3, 2010 April 22-August 7, 2010 April , 2010 Apr. 30, May 4-8, 12-15, 2010	Midterm Grade Reports due to Registrar via CSU X-press Priority Registration Fall 2010 Honors Convocation (TBA) Regular Registration – all summer sessions
May 7, 2010 May 8-14, 2010 May 17, 2010 May 18, 2010	Last Day of Classes Final Exam Period Final Grade Reports due to Registrar via CSU X-press Spring Semester Ends

May 20 , 2010	Commencement (TBA)
May 24, 2010	Memorial Day – no classes, campus holiday
May 25, 2010	Summer Session 1st five week (ends 6/26) & 10 week sessions begin)
June 28, 2010	Summer Session 2nd five week (ends 8/12 and 10 week sessions end)
July 4, 2010	Independence Day – no classes, campus holiday
August 13, 2010	Summer School ends and Summer School Final Grade Reports due to Registrar via CSU X-press
August 16-19, 2010	Fall 2010 Web and Intersession Registration
August 20, 2010	Cut Session
August 23, 2010	Fall 2010 class Begins (on campus registration starts)