

CALIFORNIA STATE UNIVERSITY, EAST BAY

ACADEMIC CALENDAR 2021-2022

(Revised 6/15/2021)

Dates shown in this calendar represent final deadlines for the submission of all requisite documents. Some major university events are also featured in this calendar.

Retention, tenure and promotion deadlines are contained in the *CSUEB Retention, Tenure and Promotion Policy and Procedures* document as well as in this calendar.

<https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5OuLbo5D4N02tAxQxdWpM/edit>

Departments should consult their respective College Offices for the deadline dates for the completion of Class Schedules for each semester. The deadline to enter the Spring Semester class schedule into PeopleSoft is noted in this calendar.

August 12	Back to the Bay
August 17	First day of Fall Semester
August 18	First day of classes for Fall Semester
August 31	Last day to inform faculty of evaluation criteria
Sept. 6	Labor Day – University closed (Monday)
Sept. 15	Dossiers due in Blackboard for Tenure and/or Promotion
Sept. 20	Last day to insert materials in dossier or WPAF for tenure and/or promotion
Sept. 20	Last day for submission of dossier index and CV for tenure and/or promotion to the Provost's Office
Sept. 21	Beginning of review of tenure and promotion cases by Dept. Committee
Sept. 27	Preliminary Schedule of Classes for Spring 2022 due in PeopleSoft
Oct. 12	Dept. Committee recommendations for tenure and/or promotion due to Dept. Chair
Oct. 15	Dossiers due in Blackboard for 1st and 2nd year retention.
Oct. 15	Lecturers eligible for range elevation are notified
Oct. 18	Textbook Adoptions for Intercession and Spring Semester due to Bookstore
Oct. 20	Last day to insert materials in dossier or WPAF for 1st and 2nd year retention
Oct. 20	Last day for submission of dossier index and CV for 1st and 2nd year retention to the Provost's Office
Oct. 21	Beginning of review of 1st and 2nd year retention cases by Dept. Committee
Nov. 2	Sabbatical and difference-in-pay leave applications due to the Provost's Office

Nov. 11	Veterans' Day observed - University closed (Thursday)
Nov. 12	Dept. Committee's recommendations on 1st and 2nd year retention cases due to Dept. Chair
Nov. 12	Dept. Chair recommendations on tenure and/or promotion cases due to College Comm.
Nov. 15	Beginning of review of tenure and/or promotion cases by College Committee
Nov. 15	Beginning of review of 1st and 2nd year retention cases by Dept. Chair
Nov. 15	Range Elevation applications due to Dept. Chair https://drive.google.com/file/d/1BfXlv-ZBEKhJpfN9JLhEECBaHKA8RzJ6/view
Nov. 22	Fall Recess – (22-26); University closed (Nov. 25-26)
Dec. 6	Range Elevation recommendations from Dept. Committee due to Dept. Chair
Dec. 8	Dept. Chair recommendations on 1st and 2nd year retentions cases due to College Dean
Dec. 9	Beginning of review of 2nd year retention cases by College Dean
Dec. 14	Grades due for Fall Semester
Dec. 17	Last duty day for faculty for the Fall Semester 2021
Dec. 20-	Holiday Break (University closed Dec. 24-Jan. 2)
Jan. 3-14	Intercession
Jan. 17	Martin Luther King Day (University closed)
Jan. 18	First Day of Classes, Spring Semester 2022
Jan. 24	Dossiers due in Blackboard for 3rd, 4th, and 5th year retention
Jan. 25	Range Elevation recommendations from Dept. Chair due to the Dean's Office
Jan. 27	Last day to insert materials in dossier or WPAF for 3rd, 4th, and 5th year retention
Jan. 27	Last day for submission of dossier index and CV to the Provost's Office for 3rd, 4th and 5th year retention
Jan. 28	Beginning of review by Dept. Committee for 3rd, 4th, and 5th year retention
Feb. 1	College Committee's recommendations on tenure and/or promotion due to College Dean's Office
Feb. 1	College Dean's recommendations on 2nd year retention due to Provost's Office
Feb. 2	Beginning of review of tenure and/or promotion cases by College Dean
Feb. 15	Provost's letters for 1st and 2nd year retention due to the candidates

- Feb. 15 Post-tenure review starts: Faculty member's documentation due to Dept. (Process is also known as Evaluation of Tenured Faculty)
<https://docs.google.com/document/d/1agMVsgRTwKkPXKg5wFNcjt74AHpi3cmaRXysiY2h268/edit>
- Feb. 15 FERP (Faculty Early Retirement Program) applications due
<https://www.csueastbay.edu/oaa/files/docs/policies-and-procedures/ferp-request.pdf>
- Feb. 21 Dean's recommendations on range elevation due to the Provost
- March 1 Preliminary schedule of classes for Summer/Fall due in PeopleSoft
- March 1 College Dean's recommendations on tenure and/or promotion due to University T&P Committee
- March 1 Dept. Committee's recommendations on 3rd, 4th, and 5th year retention due to Dept. Chair
- March 2 Beginning of review by Dept. Chair of 3rd, 4th, and 5th year retention cases
- March 15 Dept. Chair's recommendations on 3rd, 4th, and 5th year retention due to College Dean
- March 15 Provost's recommendations on range elevation due to candidates
- March 15 Peer Committee's reviews of post-tenure candidates due to the College Dean
- March 16 Beginning of review by College Dean of 3rd, 4th and 5th year retention cases
- March 22 Dept. Chair reviews of lecturers due to the lecturers
- March 31 Cesar Chavez Day (University closed)
- Spring 2022 Requests for new faculty positions are prepared in consultation with Departments and forwarded to the Provost's Office
- Spring 2022 Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2022-2023; select one person on the committee to be the Diversity Advocate; submit names of those elected to the College Dean's and Provost's Offices; Dept. Chair convene committee and schedule future meetings. (See Tenure-track Search Process Guidelines issued by Office of Academic Affairs.)
<https://www.csueastbay.edu/oaa/policies-and-procedures/tt-search-process-guidelines-21-221.pdf>
- Spring 2022 Election of representative to the University Tenure and Promotion Committee 2022-2023--" The College Dean shall arrange for the nomination and election of the member(s) of the University Committee from the College. ... Balloting shall be secret and conducted over a period of at least five calendar days. This election shall be held no later than April 15." (see 12.1.2 of the *CSUEB RTP Policy and Procedures* document)
<https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5OuLbo5D4N02tAxQxdWpM/edit>
- Spring 2022 Election of representative to the College Promotion and Tenure Committee 2022-2023
" –Department elections for members of the College Committee shall take place not

later than May 7, and may not precede the election of the College representative(s) to the University Committee.” (see 11.1.3 of the *CSUEB RTP Policy and Procedures* document)

<https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5OuLbo5D4N02tAxQxdWpM/edit>

Spring 2022	Election of Department RTP Committee 2022-2023, after representative to the College Promotion and Tenure Committee is elected (see 10.1.4 of the <i>CSUEB RTP Policy and Procedures</i> document) https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5OuLbo5D4N02tAxQxdWpM/edit
April 5	Dean’s Office review of lecturers due to the lecturers
April 15	University Committee’s recommendations on tenure and/or promotion due to the Provost
April 18	Lecturer reviews (and rebuttals) due to the Provost
April 18	Textbook adoptions due to the Bookstore for summer and Fall 2022
April 25	College Dean’s memorandum on post-tenure review due to the faculty member
May 1	University Committee’s recommendations on promotion candidates due in the Provost’s Office
May 3	Full and part-time lecturer position announcements for 2022-2023 are due in the Provost’s Office
May 6	College Dean’s review due to the lecturers
May 8	Provost’s recommendations on tenure and/or promotion due to the President
May 10	College Deans recommendations for 3rd, 4th and 5th year retention cases are due to the Provost
May 13-15	Commencement
May 17	Grades due
May 20	Last duty day for faculty for Spring Semester 2022
May 20	Last day by which the College Dean should meet with post-tenure review candidates; post-tenure documentation is returned to the faculty member
May 30	Memorial Day (University closed)
June 1	Start of Summer Session 2022
June 1	President’s letters on tenure due to the candidates
June 1	Provost’s letters on 3rd, 4th and 5th year retention due to the candidates
June 1	Post-tenure reviews are due in the Provost’s Office

June 6 MPP self-evaluations are due in the Provost's Office
June 15 President's letters on promotion due to the candidates

OTHER IMPORTANT TIMELINES TO NOTE:

Department Chair review and appointment at this link:

<https://drive.google.com/file/d/1AbYQHk-lain2RljZulQV7Ge1sPt6ejAc/view>

Exceptional Levels of Service to Students at this link:

https://docs.google.com/document/d/1HYWtiW6qfJR-IE_QBtSMx8xtfrwbOJCcXoixjCYh7YE/edit

Academic Affairs
June 2021
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