



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Department Chairs and Deans Calendar

2024-25 AY

Office of Faculty Affairs

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

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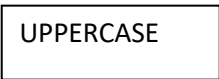
Department Chairs and Deans Calendar

This Department Chairs and Deans Calendar is the result of a project to pull together important dates from the divisions and offices on campus that would be important to Department Chairs in planning for the academic year.

Although all of the listed events are significant, certain dates are of particular importance to Chairs. The following activities for the year are highlighted: budget (green), schedule (blue), and hiring and personnel (purple). Important dates and deadlines for chairs are in capital letters.

We hope you find the calendar useful. The calendar will be revised and updated each year and distributed to the Department Chairs, Deans, and Associate Deans.

Legend

	Budget
	Schedule
	Hiring & Personnel
	Important Dates & Deadlines

AUGUST 2024

August 13-23, Friday	Freshman Orientations (Dates vary by College)
August 13-16, Tuesday-Friday	New Tenure-Track Faculty Orientation
August 15-16, Thursday-Friday	NEW DEPARTMENT CHAIRS ORIENTATION
August 19, Monday	DEPARTMENT CHAIRS AND DEANS RETREAT
August 21, Wednesday	The Provost and Vice President for Academic Affairs will announce promotions effective at the beginning of the 2024-25 academic year.
August 21, Wednesday	Fall 2024 Officially Begins; Department Mtgs.
August 22, Thursday	Transfer Student Orientation
August 22, Thursday	International Student Orientation
August 22-23, Thursday-Friday	College and Department meetings/ Registration Continues
Aug. 23 - Sept. 5, Friday-Thursday	During the <u>Chair's Final Reconciliation period</u> , class schedules and FTES are finalized in preparation for submission to the dean
August 24, Saturday	Saturday classes begin
August 24-26, Saturday-Monday	Saturday-only and Weekday classes begin. Late Registration/Change of Program period begins
August 28, Wednesday	First meeting of the Personnel Planning and Review Committee.
August 28, Wednesday	DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO <u>ALL</u> DEPARTMENT FACULTY
August 29, Thursday	President Annual Welcome Address
August 30, Friday	EPC & GSC Deadline for Colleges to submit revised Curriculum Proposals to be reviewed during Fall 2024 for Fall 2025 implementation
August 30, Friday	Deadline for College to submit Previously Offered Experimental Topics Courses and New and Previously Offered Selected Topics for Existing Series to be offered in Spring 2025

SEPTEMBER 2024

September 2, Monday	Labor Day Holiday; all offices closed; No classes held
September 5, Thursday	FINAL RECONCILIATION PERIOD END FOR SPRING 2024 CLASS SCHEDULE BUILD (CHAIRS)
September 6, Friday	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2025
September 6, Friday	Election of College Personnel Committees for the 2024-25 academic year with selection of chairs as soon as possible thereafter.
Sept. 6 - Oct. 3, Friday-Thursday	Dean's Review Period
September 8, Friday	Room allocations revert to the college SOLAR coordinator
September 12, Thursday	Faculty Senate Meeting
September 13, Friday	ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2024-25 ACADEMIC YEAR.
September 16, Monday	COUNCIL OF CHAIRS MEETING
September 20, Friday	Last day for submission of applications for sabbatical leave for the 2025-26 academic year to the Department Chair or Program Director.
September 22, Sunday	Last day to drop or change basis of grading.
September 23, Monday	Fall 2024 Census date: 20th day of instruction after term classes begin
September 27, Friday or earlier	Faculty on leave without pay for Fall Semester 2024 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2025.
September 27, Friday or earlier	The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation. For FREs, eligible faculty will also be notified.

OCTOBER 2024

October 1, Tuesday or earlier	Sabbatical deferral requests are due for sabbaticals schedule for Spring 2025.
October 3, Thursday	END OF REVIEW PERIOD FOR SPRING 2025 CLASS SCHEDULE BUILD (DEANS)
October 4, Friday	SUBMIT PART-TIME FACULTY POSITION ANNOUNCEMENTS (AA-6) FORMS TO THE OFFICE OF EQUITY AND COMPLIANCE.
October 4, Friday or earlier	DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS, ACCOMPANIED BY WRITTEN EVALUATIONS, TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE COLLEGE PERSONNEL COMMITTEE UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.
October 4-10, Friday-Thursday	ROOM OPTIMIZATION (ASTRA)
October 10, Thursday	Faculty Senate Meeting
October 11, Friday	Room allocations revert to University control
October 11, Friday or earlier	DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO COLLEGE PERSONNEL COMMITTEES. ANY WRITTEN RESPONSES BY APPLICANTS TO THE WRITTEN EVALUATION AT THE DEPARTMENT LEVEL WILL BE SUBMITTED TO THE COLLEGE PERSONNEL COMMITTEE.
October 18, Friday	DEPARTMENT CHAIRS AND DEPARTMENT PERSONNEL COMMITTEES WILL MAKE AVAILABLE TO THE CANDIDATES THEIR RECOMMENDATIONS ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. COPIES OF THE LETTERS ARE NOT FORWARDED TO THE OTHER RECOMMENDING AGENCIES UNTIL 10 CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE MADE AVAILABLE TO THE CANDIDATES.
October 21, Monday	COUNCIL OF CHAIRS MEETING
October 24, Thursday	Career Fair
October 28, Monday or earlier	Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are

not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.

October 28, Monday

DEPARTMENT CHAIRS WILL FORWARD TO THE DEANS OF THEIR COLLEGES THEIR RECOMMENDATIONS AND THOSE OF THEIR DEPARTMENT PERSONNEL COMMITTEES ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. THE DEAN WILL TRANSMIT THE DEPARTMENT RECOMMENDATIONS (INCLUDING THE RESULTS OF FINAL BALLOTING) TO THE CHAIR OF THE COLLEGE PERSONNEL COMMITTEE.

NOVEMBER 2024

November

CSU Board of Trustees Approves System-wide Support Budget Proposal (CSU)

November 1, Friday

EACH DEPARTMENT WILL SUBMIT TO THE COLLEGE PERSONNEL COMMITTEE FOR APPROVAL ANY REVISIONS TO ITS PERSONNEL PROCEDURES FOR THE FOLLOWING ACADEMIC YEAR.

November 8, Friday or earlier

Application closing date for part-time faculty openings for Spring 2025

November 6, Wednesday or earlier

COLLEGE PERSONNEL COMMITTEES WILL FORWARD RECOMMENDATIONS ON SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE DEAN UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.

November 7, Thursday

Faculty Senate Meeting

November 11, Monday

Veterans Day; Campus Closed

November 13, Wednesday or earlier

College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.

November 15, Friday or earlier

The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer

does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

November 18, Monday

COUNCIL OF CHAIRS MEETING

November 19, Tuesday. or earlier

College Deans will forward recommendations on sabbatical leave applications to the President.

November 20, Wednesday

DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (AA-8 FORM) FOR SPRING 2025

November 28-29, Thursday-Friday

Thanksgiving Recess; campus closed.

November 26, Tuesday or earlier

The Dean and College Personnel Committee will make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letter are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

November 27, Wednesday or earlier

The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.

November 29, Friday or earlier

Department Chairs and Department Personnel Committees begin deliberations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025

DECEMBER 2024

December 5, Thursday

Faculty Senate Meeting

December 6, Friday

Submit Applicant Pool log and Disposition and Recruitment Record Certification forms to the Office of Equity and Compliance

December 6, Friday or earlier

College Deans will forward all recommendations on the retention of second-year probationary faculty candidates to the Provost and Vice President for Academic Affairs

December 6, Friday or earlier

The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will

be implemented at the beginning of the subsequent semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

December 10, Tuesday	Last Day of Formal Instruction
December 10, Tuesday or earlier	Each College Personnel Committee will submit, with its Chair's and its Dean's signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.
December 11-17, Wednesday-Tuesday	Final and Common Final examinations
December 16, Monday	COUNCIL OF CHAIRS MEETING
December 16, Monday or earlier	Second-year probationary faculty members not recommended for retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee and must submit to the Office of Faculty Affairs all materials supporting their appeal to the Personnel Planning and Review Committee.
December 18-19, Wednesday-Thursday	Department Meetings and Conferences
December 18, Wednesday or earlier	The lecturer will file for an appeal for a denial of a range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's decision will be final.
December 20, Friday	Evaluation Day
December 23, Monday	Instructors' grades due
December 23, Monday	Last day of Fall 2024 semester
Dec. 25 - Jan. 1, Wednesday-Wednesday	CAMPUS CLOSED
Dec. 26- Jan. 19, Thursday-Sunday	Winter Term (Fully Online)

JANUARY 2025

January (TBD)	FACULTY RETREAT
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January/February	Individual College Mid-year Budget Review Meeting with Provost
January	Preliminary budget for next year from the Governor
January	EPC & GSC Deadline for Colleges to submit revised Spring 2025 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2024
January 3 Friday or earlier	The President will notify each sabbatical leave applicant of the decision on the proposal.
January 15, Wednesday	Spring 2025 semester officially begins, Department meetings
January 17, Friday or earlier	Department Chairs and Department Personnel Committees will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.
January 17, Friday or earlier	The Chair of the Personnel Planning and Review Committee will make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.
January 20, Monday	Martin Luther King, Jr. Day; Campus Closed
January 21, Tuesday	Weekday Classes begin
January 24, Friday or earlier	Nominations of faculty for Emeritus status will be submitted to the nominated faculty member's Department Personnel Committee or Department Emeritus Committee.
January 25, Saturday	Saturday Classes begin
January 28, Tuesday or earlier	Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. The Dean will transmit the Department recommendations

(including the results of final balloting) to the Chair of the College Personnel Committee.

January 29, Wednesday or earlier

The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.

FEBRUARY 2025

February/March

Probationary Faculty Support Program Grant proposals due to Undergraduate Studies Office

February 7, Friday or earlier

The Provost and Vice President for Academic Affairs will notify second-year probationary Faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2024-25 academic year.

February 7, Friday

DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR FALL 2025 AND 2025-2026 AY

February 13, Thursday

Faculty Senate Meeting

February 14, Friday or earlier

The Faculty Hearing Panel Appeal subcommittee will be composed. The appeal hearing meetings with the appellant and all reviewing parties will be scheduled.

February 16, Friday

Census date: Spring 2025, 20th day of instruction after term classes begin.

February 17, Monday

COUNCIL OF CHAIRS MEETING

February 21, Friday or earlier

Faculty will submit applications to Dean, with a copy to the Department Chair, for consideration for a GRIF appointment in the 2025-26 Academic Year.

February 20, Thursday or earlier

Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning in the 2025-2026 Academic Year

February 25, Tuesday or earlier

Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.

February 25, Tuesday or earlier

The Dean and College Personnel Committee will make available to the 3-6 year candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

MARCH 2025

March

Financial Services – 2025/26 Year End Calendar Available

March 7, Friday or earlier

The Chair of the College Personnel Committee will transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College will forward to the Provost and Vice President for Academic Affairs all recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025.

March 7, Friday or earlier

Department Chair submits a recommendation to the Dean, with a copy to the applicant, for approval or denial of the GRIF appointment.

March 13, Thursday

Faculty Senate Meeting

March 4, Friday or earlier

The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.

March 17, Monday

COUNCIL OF CHAIRS MEETING

March 17, Monday or earlier

Faculty members not recommended for promotion, tenure, or retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.

March 17 - 23, Monday - Sunday

Spring Recess; No instruction

March 18, Tuesday or earlier

College Deans will forward all faculty Emeritus nominations, Department Committee recommendations, and the Dean's

recommendations to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.

March 28, Friday or earlier

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

March 28, Friday or earlier

Faculty on leave without pay for the Spring Semester 2025 or the 2024-25 academic year will notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2025.

March 28, Friday or earlier

The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation.

March, 31 Monday

Cesar Chavez Holiday; Campus Closed

APRIL 2025

April 1, Tuesday

Sabbatical deferral requests are due for sabbaticals scheduled for Fall 2025 or the 2025-26 academic year.

April 1, Tuesday

DEPARTMENT CHAIRS POST IN THEIR DEPARTMENTS FOR 30 DAYS A PRELIMINARY LIST OF ALL TEMPORARY FACULTY MEMBERS WHO ARE ELIGIBLE FOR A 3-YEAR CONTRACT EFFECTIVE THE BEGINNING OF THE 2025-2026 ACADEMIC YEAR

April 4, Friday

APPLICATION CLOSING DATE FOR PART-TIME FACULTY OPENINGS FOR FALL 2025 OR 2025-2026 ACADEMIC YEAR.

April 10, Thursday or earlier

Provost notifies the applicant of an approved or denied GRIF appointment. If approved, the Provost specifies the amount of the GRIF salary differential. The decision letter is copied to the Dean and Department Chair.

April 10, Thursday

Faculty Senate Meeting

April 11, Friday or earlier

DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (FORMERLY AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (FORMERLY AA-8 FORM) FOR FALL 2025 OR 2025-2026 ACADEMIC YEAR

April 21, Monday	COUNCIL OF CHAIRS MEETING
April 25, Friday	SUBMIT APPLICANT POOL LOG AND DISPOSITION AND RECRUITMENT RECORD CERTIFICATION FORMS TO THE OFFICE OF EQUITY AND COMPLIANCE
April 28, Monday or earlier	Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.
April 28, Monday	SUBMIT PART-TIME FACULTY POSITION ANNOUNCEMENTS (AA-6) FORMS TO THE OFFICE OF EQUITY AND COMPLIANCE.
April 29, Tuesday or earlier	The Chair of the Personnel Planning and Review Committee will make available to appellants the Committee's recommendation on promotion, retention, and tenure appeals.

MAY 2025

May	Governor Issues "May Revise" of the Budget
May	Deadline for Fall 2025 College Curriculum Proposals, including New Selected Topics Series/Placeholders; and New Experimental Topics Courses for Spring 2025
May (TBD)	Honored Faculty Reception
May 9, Friday	Last day of formal instruction, except for Saturday classes meeting once weekly
May 10, Saturday	Honors Convocation
May 10-16, Saturday-Friday	Final and Common Final examinations
May 12, Monday or earlier	The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session,

the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

May 13, Tuesday or earlier

The College Dean will provide written reports of the Dean's evaluations to faculty members related to periodic review (post-tenure review) of tenured faculty

May 14, Wednesday

Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review to discuss retention, tenure, and promotion cases.

May 16-19, Friday-Monday

Commencements

May 19, Monday

COUNCIL OF CHAIRS MEETING

May 21, Wednesday or earlier

The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.

May 22, Thursday

Instructors' grades due

May 23, Friday

LAST DAY OF 2024-25 ACADEMIC YEAR. AT OR BEFORE THE END OF THE ACADEMIC YEAR, EACH FULL-TIME LECTURER SHALL RECEIVE FROM THE DEPARTMENT CHAIR A WRITTEN EVALUATION OF HIS/HER PERFORMANCE FOR THE YEAR

May 26, Monday

Memorial Day Holiday; Campus Closed

May 27 - August 19, Tuesday-Tuesday

Summer Term, State Support or Self Support

JUNE 2025

June

Deans Notified of Approved Tenure-Track Faculty Positions (timing varies)

June

Deadline for Governor to Sign State Budget (State)

June 1, Sunday or earlier

The Provost and Vice President for Academic Affairs will formally notify those faculty to be promoted effective for the 2025-26 academic year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year, a first year of tenure, or a terminal year appointment.

June 1, Sunday or earlier

Faculty on leave without pay for 2024-25 AY and who wish to apply for leave without pay for the 2025-26 AY shall submit their requests to the Provost and Vice President for Academic Affairs.

June 19, Thursday

Juneteenth Holiday; Campus Closed

JULY 2025

July 4, Friday

Independence Day; Campus Closed

AUGUST 2025

August 22, Friday or earlier

The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

September 2025

September 3, Wednesday or earlier

The lecturer will file for an appeal for a denial of a Range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's Decision will be final.

September 29, Monday or earlier

The Faculty Hearing Panel Appeal subcommittee will be composed. The appeal hearing meetings with the appellant and all reviewing parties will be scheduled.

October 2025

October 24, Friday or earlier

The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.

DFOs Deadlines Calendar

August 2024

August 5, Monday Low Enrollment Report Deadline for Summer Session 3

September 2024

October 2024

October 1, Tuesday Low Enrollment Report Deadline for Fall 2024
October 11, Friday Spring 2025 Department FTES Target to AcRP and IR
October 15, Tuesday Quarterly Budget Review
October 15, Tuesday New Faculty Equipment Request Due to AcRP
October 25, Friday Solar Access Review

November 2024

December 2024

December 1 FTES Goals Distributed to Colleges for 25/26

January 2025

January 15, Wednesday Quarterly Budget Review
January 15, Wednesday Fall Faculty Sick Leave due to AcRP

February 2025

February 21, Friday Low Enrollment Report Deadline for Spring 2025 – **TENTATIVE DATE**

March 2025

March 7, Friday 25/26 FTES – College FTES distribution between three terms; Summer and Fall 2025
Department Targets to AcRP and IR
March 31, Monday Deadline for All permanent Budget Change Requests- Questica

April 2025

April 2025 Be aware of Financial Services Year-End deadline
April 15, Tuesday Quarterly Budget Review

May 2025

- May 1, Thursday Accreditation Site Visit Expenses due to AcRP
- May 1, Thursday General Fund and Lottery year-end balance projection by reserve category, at the college level, using templates, to Academic Resources – HARD DEADLINE. (Includes Colleges, Library, and Administrative Departments)
- May 15, Thursday Spring Faculty Sick Leave due to AcRP
- May 30, Friday 25-26 Questica Entries Deadline

June 2025

- June 2, Monday Academic Affairs Administrative Areas General Fund carry forward requests and justifications to Academic Resources.
- June 11, Wednesday Colleges – General Fund and Lottery carry forward justifications with campus reserve account codes to Academic Resources. Funds to be included are listed in the Reserve Instructions in the templates.

July 2025

- July 2025 Annual Meeting with the Provost - Quarterly Budget Review
- July 3, Thursday Last minute changes to reserves, to Jean by noon
- July 16, Wednesday General Fund and Lottery carry forward chartfield templates to Academic Resources.

Need Dates

- FTES Goals for 25/26