

2018- 2019 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Date for Submission	Data Required by Administrative Offices	Submit to
2018		
	Class Schedule Production and Academic Planning Database (APDB) deadlines for departments and colleges can be found at: http://academic.sfsu.edu/ar/sched/calendars.php	Academic Resources
	Course and Program Submission Review Calendars: https://air.sfsu.edu/curriculum	Curriculum Coordinator
1. As requested by Provost's Office	Fall 2018 tenure-track recruitment requests from Deans.	Faculty Affairs
2. 8/10	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer graduation, 2018.	Division of Graduate Studies
3. 8/14	Fall 2018 new graduate student orientation	Division of Graduate Studies
4. 8/23	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
5. 9/1	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
6. 9/10	Notify faculty who are due for post-tenure review.	Department Chairs
7. 9/14	Requests for Winter Intersession 2018-2019 teaching assignments.	Dean, College of Extended Learning
8. 9/14	Name and academic rank of members and chairs/equivalent unit directors of departmental RT and promotions committees, and any remaining new or updated departmental policies.	Faculty Affairs <i>VIA</i> Deans
9. 9/17	Last day to drop without a "W" grade	Registrar
10. 9/17	Last day to add classes via instructor initiated permission numbers.	Registrar
11. 9/24	WPAF closes for faculty in their first and second probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
12. 9/28	Last day for undergraduate and graduate students to file Application for Degree for Fall/January 2018.	Registrar/Division of Graduate Studies
13. 10/1	WPAF closes for faculty being considered for promotion or tenure . (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
14. 10/1	Applications for Difference in Pay Leaves. (Eligibility clearance required before submission to department committees.)	Department Chairs/Equivalent Unit Directors

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15. 10/1	Applications for Sabbatical Leaves. (Eligibility clearance required before submission to college committees.)	Deans
16. 10/1	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 19 and AY 18-19.	Provost/V.P. Academic Affairs via Faculty Affairs
17. Date TBD	Applications for Presidential Award for Professional Development of Probationary Faculty.	Deans
18. 10/15	Recommendations from RTP Committees regarding faculty serving in their first and second probationary year. (See Supplement for Notice Dates and Actions.)	Department Chairs/ Equivalent Unit Directors
19. 10/15	Text requisitions for Winter and Spring 2019 due from departments.	SFSU Bookstore
20. 10/22	WPAF closes for faculty in their third, fourth, and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Department RTP Committee
21. 10/22	Fall 2018 CR/NC option sign-up deadline.	Registrar
22. 10/22	Tenure recommendations from RT committees regarding faculty serving in their tenure review year and any other faculty being recommended for tenure. (See Supplement for Notice Dates and Actions.)	Department Chairs/ Equivalent Unit Directors
23. 10/22	Recommendations from department promotions committees for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Department Chairs/Equivalent Unit Directors
24. 11/1	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
25. 11/1	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2019 graduates.	Division of Graduate Studies
26. 11/5	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their first and second probationary year. (See Supplement for Notice Dates and Actions.)	Deans
27. 11/13	Recommendations from department chairs/equivalent unit directors for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Deans/University Librarian

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28. 11/13	Tenure recommendations from department chairs/equivalent unit directors for faculty serving in their tenure review year and for other faculty being recommended for tenure (See Supplement for Notice Dates and Actions.)	Deans
29. 11/19	Recommendations from RT committees for faculty serving in their third, fourth and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Department Chairs/Equivalent Unit Directors
30. 11/27	Requests for Spring Semester 2019 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
31. 12/3	Applications from temporary faculty seeking appointments for Spring 2019.	Department Chairs/Equivalent Unit Directors
32. 12/10	First and second year probationary faculty review and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
33. 12/21	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2018 graduation.	Division of Graduate Studies
2019		
<i>Not all deadlines for Spring semester are finalized at this time. Therefore, any new deadlines published by individual offices will supercede the deadlines published in this calendar.</i>		
34. 1/4	Fall 2018 grades due.	Registrar
35. 1/21	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their third, fourth and fifth probationary year. (See Supplement for Notice Dates & Actions.)	Deans
36. 1/29	Recommendations from college deans for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Faculty Affairs & Univ. Tenure and Promotions Committee
37. 1/29	Tenure recommendations from college deans for faculty serving in their tenure review year and for other faculty being recommended for tenure . (See Supplement for Notice Dates and Actions.)	Provost/V.P., Academic Affairs via Faculty Affairs
38. 2/1	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
39. 2/8	Spring 2019 Last day to drop without a "W" grade.	Registrar

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40. 2/8	2018-2019 Instructionally Related Activities Program Budgets from college deans. (subject to change)	Provost/V.P., Academic Affairs
41. 2/8	Last day to add via instructor initiated permission numbers.	Registrar
42. 2/14	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2019.	Deans/University Librarian
43. 2/15 and 5/24	Last day for undergraduate and graduate students to file Application for Degree and/or Credential for Spring/May 2019 graduation and Summer/August 2019 (to attend May Commencement).	Registrar/Division of Graduate Studies
44. 3/1	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore
45. 3/1	List of faculty who have retired with emeritus status since May 2019 and faculty who will retire with emeritus status at the close of Spring 2019 from college deans.	Faculty Affairs
46. 3/1	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2018.	Provost/V.P., Academic Affairs via Faculty Affairs
47. 3/4	2018-2019 Bulletin Updates Due	Academic Planning & Development
48. 3/7	Departments'/Units' recommendations of selection of chairs/directors.	Deans
49. 3/11	Recommendations from college deans for faculty serving in their third, fourth, and fifth probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Faculty Affairs
50. 3/14	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
51. 3/15	Text requisitions for Summer 2019 due from departments/instructors.	SFSU Bookstore
52. 3/15	Spring 2019 CR/NC option sign-up deadline.	Registrar
53. 3/28	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
54. 3/31	Preliminary Budget 2018-19 for colleges and academic units.	AVP, Academic Resources
55. 3/31	Fiscal Affairs year end deadlines for FY 2018-2019. Go to the Fiscal Affairs website: http://fiscaff.sfsu.edu/ .	Fiscal Affairs

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56. 4/1	Last day for Departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Summer/Fall 2019 graduation.	Division of Graduate Studies
57. 4/1	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost/V.P., Academic Affairs
58. 4/1	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost/V.P., Academic Affairs
59. 4/1	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost/V.P., Academic Affairs
60. 4/5	Requests for Fall Semester 2019 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
61. 4/8	Names, contact information and nomination forms for Graduate Distinguished Achievement Awards.	Division of Graduate Studies
62. 4/8	Names and contact information for faculty department representatives for Graduate Recognition Ceremony.	Division of Graduate Studies
63. 4/11	Temporary faculty application dossiers for range elevation.	Department Chairs/Equivalent Unit Directors
64. 4/15	Last day for colleges to submit 2019 Provost Scholar award nominees.	Division of Graduate Studies
65. 4/15	Text requisitions for Fall 2019 due from departments/instructors.	SFSU Bookstore
66. 4/15	Faculty custom cap and gown purchase deadline for Commencement.	SFSU Bookstore
67. 4/15	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs
68. 4/26	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2018.	Human Resources
69. 4/26	Faculty SFSU hood colors only cap and gown rental deadline for Commencement. To place orders after the deadline, contact the Bookstore (a late fee will be charged).	SFSU Bookstore
70. 4/27	Evaluation of tenured faculty from department chairs/ equivalent unit directors for filing in personnel file in Human Resources (Post Tenure Review).	Human Resources

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Date for Submission	Data Required by Administrative Offices	Submit to
71. 5/2	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
72. 5/3	Applications from temporary faculty seeking appointments for Fall 2019.	Department Chairs/Equivalent Unit Directors
73. 5/23	Deans' range elevation recommendations for temporary faculty.	President <i>VIA</i> Faculty Affairs
74. 5/23	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 2019 graduation.	Division of Graduate Studies
75. 5/31	Summary of all grade appeals heard by department and college grade appeals committees: number of cases heard and the result of each case.	Provost/V.P., Academic Affairs
76. 5/31	Spring 2019 grades due.	Registrar
Summer 2019 Information		
77. 8/9	Last day for undergraduate and graduate students to file an application for degree and/or credential for Summer/August 2019 graduation.	Registrar/Division of Graduate Studies
78. 8/9	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2019.	Division of Graduate Studies
*(RTP Items): Date report is given to faculty member.		