

2020-2021 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Date for Submission	Data Required by Administrative Offices	Submit to
2020		
	Course and Program Submission Review <u>Calendars:</u> https://ueap.sfsu.edu/sites/default/files/assets/curriculum/20-21-AP-Deadlines.pdf	Curriculum Coordinator
As requested by the Provost's Office	Fall 2020 tenure-track recruitment requests from Deans.	Faculty Affairs
08/07	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer graduation, 2020.	Division of Graduate Studies
08/19 & 08/20	Fall 2020 new graduate student orientation	Division of Graduate Studies
08/24	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
09/07	Requests for Winter Intersession 2020-2021 teaching assignments.	Dean, College of Extended Learning
09/08	Notify faculty who are due for post-tenure review.	Department Chairs
see https://vpsaem.sfsu.edu/SFAC	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
09/11	Requests for Fall Semester 2020 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
09/14	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 VIA Deans
09/14	Last day to drop without a "W" grade	Registrar
09/14	Last day to add classes via instructor initiated permission numbers.	Registrar
09/25	Last day for undergraduate and graduate students to file Application for Degree for Fall/January 2021	Registrar/Division of Graduate Studies
09/29	WPAF closes for faculty in their first and second probationary year. <i>(See Supplement for Notice Dates and Actions.)</i>	Department RTP Committee
10/01	Applications for Difference in Pay Leaves. (Eligibility clearance required before submission to department committees.)	Department Chairs/Equivalent Unit Directors
10/01	Applications for Sabbatical Leaves. (Eligibility clearance required before submission to college committees.)	Deans
10/01	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 20 and AY 20-21	Provost/V.P. Academic Affairs via Faculty Affairs
10/12	WPAF closes for faculty being considered for promotion or tenure . <i>(See Supplement for Notice Dates and Actions.)</i>	Department RTP Committee

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Date for Submission	Data Required by Administrative Offices	Submit to
10/15	Text requisitions for Winter and Spring 2021 due from departments.	SFSU Bookstore
10/19	Fall 2020 CR/NC option sign-up deadline.	Registrar
10/21	Class Schedule Production and Academic Planning Database (APDB) deadlines for departments and colleges can be found at: http://academic.sfsu.edu/ar/sched/calendars.nhp	Academic Resources
10/23	Recommendations from RTP Committees regarding faculty serving in their first and second probationary year. (See <i>Supplement for Notice Dates and Actions.</i>)	Department Chairs/ Equivalent Unit Directors
TBD	Applications for Presidential Award for Professional Development of Probationary Faculty.	Deans
11/02	WPAF closes for faculty in their third , fourth , and fifth probationary year. (See <i>Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
11/02	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2020 graduates	Division of Graduate Studies
11/06	Tenure recommendations from RT committees regarding faculty serving in their tenure review year and any other faculty being recommended for tenure. (See <i>Supplement for Notice Dates and Actions.</i>)	Department Chairs/ Equivalent Unit Directors
11/06	Recommendations from department promotions committees for promotion to the rank of associate and full professor. (See <i>Supplement for Notice Dates and Actions.</i>)	Department Chairs/Equivalent Unit Directors
see https://vpsaem.sfsu.edu/SFAC	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
11/18	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their first and second probationary year. (See <i>Supplement for Notice Dates and Actions.</i>)	Deans
11/23	Requests for Spring Semester 2021 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
12/4	Applications from temporary faculty seeking appointments for Spring 2021.	Department Chairs/ Equivalent Unit Directors
12/9	Recommendations from RT committees for faculty serving in their third , fourth and fifth probationary year. (See <i>Supplement for Notice Dates and Actions.</i>)	Department Chairs/Equivalent Unit Directors

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12/11	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
12/11	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
12/18	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2020 graduation.	Division of Graduate Studies
12/21	First and second year probationary faculty review and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
2021		
<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>		
01/04	Fall 2020 grades due.	Registrar
01/25	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
02/08	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
02/08	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
02/10	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2021.	Deans/University Librarian
see https://vpsaem.sfsu.edu/SFAC	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
02/12	Spring 2021 Last day to drop without a "W" grade.	Registrar
see https://vpsaem.sfsu.edu/SFAC/IRA	2020-2021 Instructionally Related Activities Program Budgets from college deans. (subject to change)	Provost/V.P., Academic Affairs
02/12	Last day to add via instructor initiated permission numbers.	Registrar
02/21	Last day for undergraduate and graduate students to file Application for Degree and/or Credential for Spring/May 2021 graduation and Summer/August 2021 (to attend May Commencement).	Registrar/Division of Graduate Studies

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Date for Submission	Data Required by Administrative Offices	Submit to
03/01	2020-2021 Bulletin Updates Due	Academic Planning & Development
03/02	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore
03/05	List of faculty who have retired with emeritus status since May 2020 and faculty who will retire with emeritus status at the close of Spring 2021 from college deans.	Faculty Affairs
03/05	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2021.	Provost/V.P., Academic Affairs via Faculty Affairs
03/05	Departments'/Units' recommendations of selection of chairs/directors.	Deans
03/12	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
03/15	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
03/15	Text requisitions for Summer 2021 due from departments/instructors.	SFSU Bookstore
03/23	Spring 2021 CR/NC option sign-up deadline.	Registrar
03/26	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
	Fiscal Affairs year end deadlines for FY 2020-2021. Go to the Fiscal Affairs website: http://fiscaff.sfsu.edu/ .	Fiscal Affairs
04/01	Last day for Departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Summer/Fall 2020 graduation.	Division of Graduate Studies
04/05	Requests for Fall Semester 2021 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
04/06	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost/V.P., Academic Affairs
04/06	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost/V.P., Academic Affairs
04/06	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost/V.P., Academic Affairs
04/06	Names, contact information and nomination forms for Graduate Distinguished Achievement Awards.	Division of Graduate Studies
04/06	Names and contact information for faculty department representatives for Graduate Recognition Ceremony.	Division of Graduate Studies
04/06	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs

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Date for Submission	Data Required by Administrative Offices	Submit to
04/09	Temporary faculty application dossiers for range elevation.	Department Chairs/Equivalent Unit Directors
04/10	Text requisitions for Fall 2021 due from departments/instructors.	SFSU Bookstore
04/15	Last day for colleges to submit 2020 Provost Scholar award nominees.	Division of Graduate Studies
04/15	Faculty custom cap and gown purchase deadline for Commencement.	SFSU Bookstore
04/30	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2021.	Human Resources
04/30	Evaluation of tenured faculty from department chairs/ equivalent unit directors for filing in personnel file in Human Resources (Post Tenure Review).	Human Resources
05/01	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
05/03	Applications from temporary faculty seeking appointments for Fall 2021	Department Chairs/Equivalent Unit Directors
05/03	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
05/10	Recommendations from University Tenure and Promotions Committee for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Provost via Faculty Affairs
05/10	Tenure recommendations from University Tenure and Promotions Committee for faculty serving in their tenure review year and for other faculty being recommended for tenure. (See Supplement for Notice Dates and Actions.)	Provost via Faculty Affairs
05/14	Deans' range elevation recommendations for temporary faculty.	President VIA Faculty Affairs
05/21	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 2021 graduation.	Division of Graduate Studies
05/28	Spring 2021 grades due.	Registrar
06/01	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
Summer 2021 Information		
06/29	Preliminary Budget 2020-21 for colleges and academic units.	AVP, Academic Resources

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07/01	Last day for undergraduate and graduate students to file an application for degree and/or credential for Summer/August 2021 graduation.	Registrar/Division of Graduate Studies
Last Day of Instruction for R4	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2021.	Division of Graduate Studies
<i>*(RTP Items): Date report is given to faculty member.</i>		