

2019-2020 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Date for Submission	Data Required by Administrative Offices	Submit to
2019		
	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
Multiple See Calendar	Course and Program Submission Review Calendars: https://air.sfsu.edu/curriculum	Curriculum Coordinator
As requested by Provost office	Fall 2019 tenure-track recruitment requests from Deans.	Faculty Affairs
8/15	Fall 2019 new graduate student orientation	Division of Graduate Studies
8/16	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer graduation, 2019.	Division of Graduate Studies
8/26	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
9/1	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
9/9	Notify faculty who are due for post-tenure review.	Department Chairs
9/12	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
9/13	Requests for Winter Intersession 2019-2020 teaching assignments.	Dean, College of Extended Learning
9/16	Last day to drop without a "W" grade	Registrar
9/16	Last day to add classes via instructor initiated permission numbers.	Registrar
9/23	WPAF closes for faculty in their first and second probationary year. <i>(See Supplement for Notice Dates and Actions.)</i>	Department RTP Committee
9/27	Last day for undergraduate and graduate students to file Application for Degree for Fall/January 2020	Registrar/Division of Graduate Studies
9/30	WPAF closes for faculty being considered for promotion or tenure . <i>(See Supplement for Notice Dates and Actions.)</i>	Department RTP Committee
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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10/1	Applications for Sabbatical Leaves. (Eligibility clearance required before submission to college committees.)	Deans
10/1	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 19 and AY 19-20	Provost/V.P. Academic Affairs via Faculty Affairs
tbd	Applications for Presidential Award for Professional Development of Probationary Faculty.	Deans
10/14	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
10/15	Text requisitions for Winter and Spring 2020 due from departments.	SFSU Bookstore
10/21 (10/16)	WPAF closes for faculty in their third, fourth, and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Department RTP Committee
10/21	Fall 2019 CR/NC option sign-up deadline.	Registrar
10/21	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
10/21	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
11/1	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
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
11/4	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
11/12	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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11/12	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
11/18	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
11/26	Requests for Spring Semester 2019 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
12/2	Applications from temporary faculty seeking appointments for Spring 2020.	Department Chairs/Equivalent Unit Directors
12/9	First and second year probationary faculty review and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
12/20	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2019 graduation.	Division of Graduate Studies
2020		
<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>		
1/2	Fall 2019 grades due.	Registrar
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
1/27	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
1/27	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
2/1	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management

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Date for Submission	Data Required by Administrative Offices	Submit to
2/13	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2020.	Deans/University Librarian
2/14	Spring 2020 Last day to drop without a "W" grade.	Registrar
2/14	Last day to add via instructor initiated permission numbers.	Registrar
2/21	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
3/1	2019-2020 Bulletin Updates Due	Academic Planning & Development
3/2	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore
3/2	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 2020 from college deans.	Faculty Affairs
3/2	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2020.	Provost/V.P., Academic Affairs via Faculty Affairs
3/6	Departments'/Units' recommendations of selection of chairs/directors.	Deans
3/9	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
3/13	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
3/15	Text requisitions for Summer 2019 due from departments/instructors.	SFSU Bookstore
3/24	Spring 2020 CR/NC option sign-up deadline.	Registrar
3/27	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
tbd	Preliminary Budget 2019-20 for colleges and academic units.	AVP, Academic Resources
tbd	Fiscal Affairs year end deadlines for FY 2019-2020. Go to the Fiscal Affairs website: http://fiscaff.sfsu.edu/ .	Fiscal Affairs
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

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Date for Submission	Data Required by Administrative Offices	Submit to
4/3	Requests for Fall Semester 2020 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
4/5	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost/V.P., Academic Affairs
4/5	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost/V.P., Academic Affairs
4/5	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost/V.P., Academic Affairs
4/6	Names, contact information and nomination forms for Graduate Distinguished Achievement Awards.	Division of Graduate Studies
4/6	Names and contact information for faculty department representatives for Graduate Recognition Ceremony.	Division of Graduate Studies
4/10	Temporary faculty application dossiers for range elevation.	Department Chairs/Equivalent Unit Directors
4/10	Text requisitions for Fall 2020 due from departments/instructors.	SFSU Bookstore
4/15	Last day for colleges to submit 2020 Provost Scholar award nominees.	Division of Graduate Studies
4/15	Faculty custom cap and gown purchase deadline for Commencement.	SFSU Bookstore
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
4/30	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs
4/30	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2020.	Human Resources
5/1	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
5/1	Applications from temporary faculty seeking appointments for Fall 2020	Department Chairs/Equivalent Unit Directors
5/1	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans

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5/21	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 20209 graduation.	Division of Graduate Studies
5/22	Deans' range elevation recommendations for temporary faculty.	President <i>VIA</i> Faculty Affairs
5/29	Spring 2020 grades due.	Registrar
6/1	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 2020 Information		
7/10	Last day for undergraduate and graduate students to file an application for degree and/or credential for Summer/August 2020 graduation.	Registrar/Division of Graduate Studies
TBD	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2020.	Division of Graduate Studies