

2021-2022 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Date for Submission	Data Required by Administrative Offices	Submit to
2021		
	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://ueap.sfsu.edu/dates	Curriculum Coordinator
As requested by the Provost's Office	Fall 2021 tenure-track recruitment requests from Deans.	Faculty Affairs
08/01	Evaluation of tenured faculty from department chairs/ equivalent unit directors for filing in personnel file in <u>Human Resources (Post Tenure Review)</u> .	Human Resources
08/06	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or <u>written creative work for Summer graduation, 2021.</u>	Division of Graduate Studies
08/09-08/13	Fall 2021 new graduate student orientation week.	Division of Graduate Studies
08/23	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
09/01	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
09/03	Requests for Winter Intersession 2021-2022 teaching assignments.	Dean, College of Extended Learning
09/07	Notify faculty who are due for post-tenure review.	Department Chairs
09/10	Name and academic rank of members and chairs/equivalent unit directors of departmental RT and promotions committees, and any remaining new or <u>updated departmental policies.</u>	Faculty Affairs VIA Deans
09/13	Last day to drop without a "W" grade	Registrar
09/13	Last day to add classes via instructor initiated permission numbers.	Registrar
09/22	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 and difference in pay leaves from faculty on leave in Spring 20 and AY 20-21	Provost/V.P. Academic Affairs via Faculty Affairs
10/04	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
Not available this year.	Applications for Presidential Award for Professional Development of Probationary Faculty.	Deans
10/15	Text requisitions for Winter and Spring 2022 due from departments.	SFSU Bookstore
10/15	Last day for undergraduate students to file Application for Degree and/or Credential for Spring/May 2022 graduation and Summer/August 2022 (to attend May Commencement). (<i>\$5 late fee Late applications for graduation are always accepted but have much less flexibility with Commencement</i>)	Registrar/Division of Graduate Studies
10/18	Recommendations from RTP Committees regarding faculty serving in their first and second probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department Chairs/ Equivalent Unit Directors
10/18	Fall 2021 CR/NC option sign-up deadline.	Registrar
10/27	WPAF closes for faculty in their third, fourth, and fifth probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
10/29	Tenure recommendations from RT committees regarding faculty serving in their tenure review year and any other faculty being recommended for tenure. (<i>See Supplement for Notice Dates and Actions.</i>)	Department Chairs/ Equivalent Unit Directors
10/29	Recommendations from department promotions committees for promotion to the rank of associate and full professor. (<i>See Supplement for Notice Dates and Actions.</i>)	Department Chairs/Equivalent Unit Directors
11/01	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
11/01	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2022 graduates	Division of Graduate Studies
11/10	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their first and second probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Deans
11/22	Requests for Spring Semester 2022 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
11/29	Recommendations from RT committees for faculty serving in their third, fourth and fifth probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department Chairs/Equivalent Unit Directors

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11/29	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
11/29	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/University Librarian
12/01	Last day for Graduate students to file Application for Degree for Fall/January 2022	Registrar/Division of Graduate Studies
12/03	Applications from temporary faculty seeking appointments for Spring 2022.	Department Chairs/ Equivalent Unit Directors
12/10	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2021 graduation.	Division of Graduate Studies
12/13	First and second year probationary faculty reviews and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
12/28	Fall 2021 grades due.	Registrar
2022		
<i>Not all deadlines for Spring semester are finalized at this time. Therefore, any new deadlines</i>		
01/18	2022-2023 Instructionally Related Activities Program Budgets from college deans. (subject to change)	Student Affairs and Enrollment Management
01/24	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/University Librarian
02/01	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
02/04	Recommendations from college deans for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Provost/V.P., Academic Affairs and UPTC via Faculty Affairs
02/04	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 and UPTC via Faculty Affairs
02/09	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2022.	Deans/University Librarian
02/11	Spring 2022 Last day to drop without a "W" grade.	Registrar
02/11	Last day to add via instructor initiated permission numbers.	Registrar

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Date for Submission	Data Required by Administrative Offices	Submit to
02/14	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore
03/01	2021-2022 Bulletin Updates Due	Academic Planning & Development
03/01	Last day for undergraduate students to file an application for degree and/or credential for Summer/August 2022 graduation. (<i>\$5 late fee Late applications for graduation are always accepted but have much less flexibility with Commencement</i>)	Registrar/Division of Graduate Studies
03/04	List of faculty who have retired with emeritus status since May 2021 and faculty who will retire with emeritus status at the close of Spring 2022 from college deans.	Faculty Affairs
03/04	Report and abstract of sabbatical and difference in pay leaves from faculty on leave during Fall 2022.	Provost/V.P., Academic Affairs via Faculty Affairs
03/04	Departments'/Units' recommendations of selection of chairs/directors.	Deans
03/14	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
03/14	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 2022 due from departments/instructors.	SFSU Bookstore
03/22	Spring 2022 CR/NC option sign-up deadline.	Registrar
03/28	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
tbd	Preliminary Budget 2021-22 for colleges and academic units.	AVP, Academic Resources
tbd	Fiscal Affairs year end deadlines for FY 2021-2022. 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 2021 graduation.	Division of Graduate Studies
04/01	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost/V.P., Academic Affairs
04/01	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost/V.P., Academic Affairs
04/01	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost/V.P., Academic Affairs
04/01	Names, contact information and nomination forms for Graduate Distinguished Achievement Awards.	Division of Graduate Studies

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Date for Submission	Data Required by Administrative Offices	Submit to
04/01	Names and contact information for faculty department representatives for Graduate Recognition Ceremony.	Division of Graduate Studies
04/01	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs
04/04	Requests for Fall Semester 2022 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
04/07	Last day for colleges to submit 2022 Provost Scholar award nominees.	Division of Graduate Studies
04/07	Temporary faculty application dossiers for range elevation.	Department Chairs/Equivalent Unit Directors
04/08	Faculty custom cap and gown purchase deadline for Commencement.	SFSU Bookstore
04/15	Text requisitions for Fall 2022 due from departments/instructors.	SFSU Bookstore
04/22	Deadline for undergraduate and graduates student to file graduation to attend Commencement	Registrar/Division of Graduate Studies
04/30	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2022.	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
05/02	Applications from temporary faculty seeking appointments for Fall 2022	Department Chairs/Equivalent Unit Directors
05/02	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
05/13	Deans' range elevation recommendations for temporary faculty.	President VIA Faculty Affairs
05/13	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 2022 graduation.	Division of Graduate Studies
05/13	Last day for graduate students to file an application for degree and/or credential for Summer/August 2022 graduation.	Registrar/Division of Graduate Studies
05/22	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
05/27	Spring 2022 grades due.	Registrar
Summer 2022 Information		
TBD - Summer 2022 Academic Calendar not published by 7/27/2021	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2022.	Division of Graduate Studies