

2022-2023 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Date for Submission	Data Required by Administrative Offices	Submit to
Fall 2022		
	Class Schedule Production and Academic Planning Database (APDB) deadlines for departments and colleges can be found at: https://academicresources.sfsu.edu/sched/calendars	Academic Resources
	Course and Program Submission Review Calendars: https://ueap.sfsu.edu/dates	Curriculum Coordinator
Friday, August 5, 2022	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer graduation, 2022.	Division of Graduate Studies
Tuesday, August 9 through Friday, August 12, 2022	Fall 2022 new graduate student orientation	Division of Graduate Studies
Monday, August 22, 2022	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
Thursday, September 1, 2022	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Friday, September 2, 2022	Requests for Winter Intersession 2022-2023 teaching assignments.	Dean, College of Extended Learning
Monday, September 5, 2022	Notify faculty who are due for post-tenure review.	Department Chairs
Friday, September 9, 2022	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
Monday, September 12, 2022	Last day to drop without a "W" grade	Registrar
Monday, September 12, 2022	Last day to add classes via instructor initiated permission numbers.	Registrar
Wednesday, September 21, 2022	WPAF closes for faculty in their first and second probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
Monday, October 3, 2022	WPAF closes for faculty being considered for tenure and/or promotion . (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
Monday, October 3, 2022	Applications for Difference in Pay Leaves. (Eligibility clearance required)	Department Chairs/Equivalent Unit Directors via Faculty Affairs
Monday, October 3, 2022	Applications for Sabbatical Leaves. (Eligibility clearance required)	University Sabbatical Committee, Deans, and Chairs via Faculty Affairs
Monday, October 3, 2022	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 2023 and AY 22-23	Provost/V.P. Academic Affairs via Faculty Affairs
TBD	Applications for Presidential Award for Professional Development of Probationary Faculty.	Deans
Monday, October 17, 2022	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
Monday, October 17, 2022	Fall 2022 CR/NC option sign-up deadline.	Registrar
PRIORITY deadline for Spring 2023: Friday, October 21, 2022 COMMENCEMENT deadline: April 1, 2023	Last day for undergraduate students to file Application for Degree and/or Credential for Spring/May 2023 graduation and Summer/August 2023 (to attend May Commencement). (UG: \$5 late fee. Note we always accept late applications for graduation, but don't have the same flexibility with Commencement)	Registrar
Wednesday, October 26, 2022	WPAF closes for faculty in their third, fourth, and fifth probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
Monday, October 31, 2022	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

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Monday, October 31, 2022	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
Monday, October 31, 2022	Text requisitions for Winter and Spring 2023 due from departments.	SFSU Bookstore
Tuesday, November 1, 2022	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Tuesday, November 1, 2022	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2023 graduates.	Division of Graduate Studies
Tuesday, November 8, 2022	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
Monday, November 21, 2022	Requests for Spring Semester 2023 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
Wednesday, November 30, 2022	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
Wednesday, November 30, 2022	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
Wednesday, November 30, 2022	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
Friday, December 2, 2022	Applications from temporary faculty seeking appointments for Spring 2023.	Department Chairs/Equivalent Unit Directors
Friday, December 9, 2022	Last day for graduate students to file Application for Degree for Fall/January 2023	Division of Graduate Studies
Friday, December 9, 2022	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2022 graduation.	Division of Graduate Studies
Wednesday, December 14, 2022	First and second year probationary faculty review and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
Wednesday, December 28, 2022	Fall 2022 grades due.	Registrar
Spring 2023		
<i>Not all deadlines for Spring semester are finalized at this time. Therefore, any new deadlines published by individual</i>		
Monday, January 23, 2023	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
Wednesday, February 1, 2023	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Wednesday, February 1, 2023	Last day for undergraduate students to file an application for degree and/or credential for Summer/August 2023 graduation.	Registrar
Friday, February 3, 2023	Recommendations from college deans/University Librarian for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Univ. Tenure and Promotions Committee, Provost/VP via Faculty Affairs
Friday, February 3, 2023	Recommendations from college deans/University Librarian for faculty serving in their tenure review year and for other faculty being recommended for tenure . (See Supplement for Notice Dates and Actions.)	Univ. Tenure and Promotions Committee, Provost/VP via Faculty Affairs
Wednesday, February 8, 2023	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2023.	Deans/University Librarian
Friday, February 17, 2023	Spring 2023 Last day to drop without a "W" grade.	Registrar
TBD	2022-2023 Instructionally Related Activities Program Budgets from college deans. (subject to change)	Provost/V.P., Academic Affairs

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Friday, February 17, 2023	Last day to add via instructor initiated permission numbers.	Registrar
<p>PRIORITY deadline for Spring 2023: Friday, February 17, 2023</p> <p>Deadline to be considered for the 2023 GRADUATE AWARD FOR DISTINGUISHED ACHIEVEMENT: Thursday, April 6, 2023</p> <p>COMMENCEMENT deadline: Friday, April 1, 2023</p>	Last day for graduate students to file Application for Degree and/or Credential for Spring/May 2023 graduation and Summer/August 2023 (to attend May Commencement). Students must file a graduation application no later than April 6, 2023 to be considered for the Graduate Award for Distinguished Achievement.	Division of Graduate Studies
TBD	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore
Friday, March 3, 2023	List of faculty who have retired with emeritus status since May 2022 and faculty who will retire with emeritus status at the close of Spring 2023.	Faculty Affairs
Friday, March 3, 2023	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2022.	Provost/V.P., Academic Affairs via Faculty Affairs
Monday, March 13, 2023	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
Wednesday, March 15, 2023	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
Wednesday, March 15, 2023	Department's/Units' Recommendations of Selection of Chairs and Directors	Deans
Tuesday, March 28, 2023	Spring 2023 CR/NC option sign-up deadline.	Registrar
Wednesday, March 29, 2023	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
Friday, March 31, 2023	Text requisitions for Summer 2023 due from departments/instructors.	SFSU Bookstore
TBD	Fiscal Affairs year end deadlines for FY 2022-2023. Go to the Fiscal Affairs website: http://fiscaff.sfsu.edu/ .	Fiscal Affairs
<p>PRIORITY deadline for Spring 2023: Friday, February 17, 2023</p> <p>Deadline to be considered for the 2023 GRADUATE AWARD FOR DISTINGUISHED ACHIEVEMENT: Thursday, April 6, 2023</p> <p>COMMENCEMENT deadline: Friday, April 1, 2023</p>	Last day for graduate students to file Application for Degree and/or Credential for Spring/May 2023 graduation and Summer/August 2023 (to attend May Commencement). Students must file a graduation application no later than April 6, 2023 to be considered for the Graduate Award for Distinguished Achievement.	Division of Graduate Studies
Monday, April 3, 2023	Last day for Departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Summer/Fall 2023 graduation.	Division of Graduate Studies
Monday, April 3, 2023	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost/V.P., Academic Affairs
Monday, April 3, 2023	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost/V.P., Academic Affairs
Monday, April 3, 2023	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost/V.P., Academic Affairs
Monday, April 3, 2023	Requests for Fall Semester 2023 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
Monday, April 3, 2023	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs
Monday, April 3, 2023	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs
Tuesday, April 4, 2023	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore

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PRIORITY deadline for Spring 2023: Friday, February 17, 2023 Deadline to be considered for the 2023 GRADUATE AWARD FOR DISTINGUISHED ACHIEVEMENT: Thursday, April 6, 2023 COMMENCEMENT deadline: Friday, April 1, 2023	Last day for graduate students to file Application for Degree and/or Credential for Spring/May 2023 graduation and Summer/August 2023 (to attend May Commencement). Students must file a graduation application no later than April 6, 2023 to be considered for the Graduate Award for Distinguished Achievement.	Division of Graduate Studies
Friday, April 7, 2023	Names, contact information and nomination forms for Graduate Distinguished Achievement Awards.	Division of Graduate Studies
Friday, April 7, 2023	Names and contact information for faculty department representatives for Graduate Recognition Ceremony.	Division of Graduate Studies
Friday, April 7, 2023	Last day for colleges to submit 2023 Provost Scholar award nominees.	Division of Graduate Studies
Friday, April 7, 2023	Temporary faculty application dossiers for range elevation.	Department Chairs/Equivalent Unit Directors
Sunday, April 30, 2023	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2023.	Human Resources
Sunday, April 30, 2023	Text requisitions for Fall 2023 due from departments/instructors.	SFSU Bookstore
TBD	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
Monday, May 1, 2023	Applications from temporary faculty seeking appointments for Fall 2023	Department Chairs/Equivalent Unit Directors
Monday, May 1, 2023	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
Friday, May 5, 2023	Faculty custom cap and gown purchase deadline for Commencement.	SFSU Bookstore
Friday, May 12, 2023	Preliminary Budget 2023-2024 for colleges and academic units.	AVP, Academic Resources
Friday, May 12, 2023	Deans' range elevation recommendations for temporary faculty.	President VIA Faculty Affairs
Friday, May 12, 2023	Fall 2022 tenure-track recruitment requests from Deans.	Faculty Affairs
Friday, May 19, 2023	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 2023 graduation.	Division of Graduate Studies
Friday, June 2, 2023	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
Friday, June 2, 2023	Spring 2023 grades due.	Registrar
Summer 2023 Information		
TBD	Last day for graduate students to file an application for degree and/or credential for Summer/August 2023 graduation.	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, 2023.	Division of Graduate Studies
Tuesday, August 1, 2023	Evaluation of tenured faculty from department chairs/equivalent unit directors for filing in personnel file in Human Resources (Post Tenure Review).	Human Resources
*(RTP Items): Date report is given to faculty member.		