

2024-2025 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Fall 2024 Information		
24-25 Submission Date	Data Required by Administrative Office	Submit to
	Class Schedule Production and Academic Planning Database (APDB) deadlines for departments and colleges can be found at: https://academicresources.sfsu.edu/calendars	Academic Resources
	Course and Program Submission Review Calendars: https://ueap.sfsu.edu/dates	Curriculum Coordinator
Wednesday, August 21, 2024	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
Sunday, September 1, 2024	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Tuesday, September 3, 2024	Requests for Winter Session 2024-2025 teaching assignments.	Dean, College of Professional and Global Education
Wednesday, September 4, 2024	Notify faculty who are due for post-tenure review.	Department Chairs
Monday, September 9, 2024	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
Monday, September 16, 2024	Last day to drop without a "W" grade	Registrar
Monday, September 16, 2024	Last day to add classes via instructor initiated permission numbers.	Registrar
Monday, September 23, 2024	WPAF closes for faculty in their first and second probationary year. (See <i>Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
Monday, September 30, 2024	Requests for Spring Semester 2025 CPAGE teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Professional and Global Education
Monday, September 30, 2024	WPAF closes for faculty being considered for tenure and/or promotion. (See <i>Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
Tuesday, October 1, 2024	Deadline to submit Proposals for Culminating Experience (PCE) for Spring 2025 culminating experience course enrollment.	Division of Graduate Studies
Tuesday, October 1, 2024	Deadline to submit Advancement to Candidacy (ATC) form for Spring 2025 graduation	Division of Graduate Studies
Tuesday, October 1, 2024	Applications for Difference in Pay Leaves. (Eligibility clearance required)	Department Chairs/Equivalent Unit Directors via Faculty Affairs
Tuesday, October 1, 2024	Applications for Sabbatical Leaves. (Eligibility clearance required)	University Sabbatical Committee, Deans, and Chairs via Faculty Affairs
Tuesday, October 1, 2024	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 2025 and AY 24-25	Provost/V.P. Academic Affairs via Faculty Affairs
Tuesday, October 1, 2024	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2025 graduates.	Division of Graduate Studies
Wednesday, October 16, 2024	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
PRIORITY deadline for Spring 2025: Friday, October 18, 2024. COMMENCEMENT deadline: April 1, 2025	Last day for undergraduate students to file Application for Degree and/or Credential for Spring/May 2025 graduation and Summer/August 2025(to attend May Commencement). (UG: \$5 late fee. Note we always accept late applications for graduation, but don't	Registrar
Monday, October 28, 2024	WPAF closes for faculty in their third, fourth, and fifth probationary year. (See <i>Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
Wednesday, October 30, 2024	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
Wednesday, October 30, 2024	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
Thursday, October 31, 2024 tentative	Text requisitions for Winter and Spring 2025 due from departments.	SFSU Bookstore
Friday, November 1, 2024	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Tuesday, November 12, 2024	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
Monday, December 2, 2024	Applications from temporary faculty seeking appointments for Spring 2025.	Department Chairs/Equivalent Unit Directors
Monday, December 2, 2024	Recommendations from department chairs/equivalent unit directors for promotion to the rank of associate and full professor. (See <i>Supplement for Notice Dates and Actions.</i>)	Deans/University Librarian
Monday, December 2, 2024	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 <i>Supplement for Notice Dates and Actions.</i>)	Deans/University Librarian
Wednesday, December 4, 2024	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
Friday, December 6, 2024	Fall 2024 CR/NC option sign-up deadline.	Registrar's
Friday, December 13, 2024	Last day for graduate students to file Application for Degree for Fall 24/January 2025	Division of Graduate Studies
Friday, December 13, 2024	Last day to apply for fall graduation. Graduation deadline (all coursework needs to be completed and submitted by this date). Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work Fall 2024 graduation.	Division of Graduate Studies

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TBD	First and second year probationary faculty review and recommendations from deans. (See <i>Supplement</i> for Notice Dates and Actions.)	Faculty Affairs
Monday, December 30, 2024	Fall 2024 grades due.	Registrar
Spring 2025		
Monday, January 27, 2025	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their third, fourth and fifth probationary year. (See <i>Supplement</i> for Notice Dates & Actions.)	Deans/University Librarian
Saturday, February 1, 2025	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Saturday, February 1, 2025	Last day for undergraduate students to file an application for degree and/or credential for Summer/August 2025 graduation (PRIORITY deadline)	Registrar
Wednesday, February 5, 2025	Recommendations from college deans/University Librarian for promotion to the rank of associate and full professor. (See <i>Supplement</i> for Notice Dates and Actions.)	Univ. Tenure and Promotions Committee, Provost/VP via Faculty Affairs
Wednesday, February 5, 2025	Recommendations from college deans/University Librarian for faculty serving in their tenure review year and for other faculty being recommended for tenure . (See <i>Supplement</i> for Notice Dates and Actions.)	Univ. Tenure and Promotions Committee, Provost/VP via Faculty Affairs
Friday, February 14, 2024	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2025.	Deans/University Librarian
Friday, February 14, 2025	Spring 2025 Last day to drop without a "W" grade.	Registrar
Friday, February 14, 2025	Last day to add via instructor initiated permission numbers.	Registrar
PRIORITY deadline for Spring 2025 graduation: Friday, February 14, 2025 Deadline to be considered for the 2025 GRADUATE AWARD FOR DISTINGUISHED ACHIEVEMENT: Friday, April 4, 2025 COMMENCEMENT Booklet deadline: Friday, April 4, 2025	Priority deadline for graduate students to file Application for Degree and/or Credential for Spring/May 2025 graduation and Summer/August 2025 (to participate in the May Commencement ceremony). Students must file a graduation application no later than April 4, 2025 to be included in the commencement booklet.	Division of Graduate Studies
Monday, March 3, 2025	List of faculty who have retired with emeritus status since May 2024 and faculty who will retire with emeritus status at the close of Spring 2025.	Faculty Affairs
Monday, March 3, 2025	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2025	Provost/V.P., Academic Affairs via Faculty Affairs
Friday, March 7, 2025	Departments'/Units' recommendations of selection of chairs/directors.	Deans
Friday, March 7, 2025	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
Monday, March 17, 2025	Recommendations from college deans for faculty serving in their third, fourth, and fifth probationary year. (See <i>Supplement</i> for Notice Dates and Actions.)	Faculty Affairs
Starting Mid March	Student and Faculty cap and gown rental starts for Commencement. (Same time as Grad Fair)	SFSU Bookstore
Friday, March 28, 2025	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
April 2025	Preliminary Budget 2024-2025 for colleges and academic units.	Academic Resources
Tuesday, April 1, 2025	Deadline to submit Proposals for Culminating Experience (PCE) for Fall 2025 culminating experience course enrollment.	Division of Graduate Studies
Tuesday, April 1, 2025	Deadline to submit Advancement to Candidacy (ATC) form for Fall 2025 culminating experience course enrollment.	Division of Graduate Studies
Early April (tentative)	Faculty cap and gown regalia rental deadline	SFSU Bookstore
1st or 2nd week of April (tentative)	Cap and gown rental deadline (Students)	SFSU Bookstore
Friday, April 4, 2025	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost Academic Affairs/ Chief of Staff
Friday, April 4, 2025	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost Academic Affairs/ Chief of Staff
Friday, April 4, 2025	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost Academic Affairs/ Chief of Staff
Friday, April 4, 2025	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost Academic Affairs/ Chief of Staff
Friday, April 4, 2025	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost Academic Affairs/ Chief of Staff
Friday, April 4, 2025	Last day for graduate students to file Application for Degree and/or Credential for Spring/May 2025 and Summer/August 2025 <i>to be included in the commencement booklet</i> .	Division of Graduate Studies
Friday, April 4, 2025	Remarks about graduate hood recipients for Graduate Recognition Ceremony from colleges award coordinators	Division of Graduate Studies
Friday, April 4, 2025	Completed excel spreadsheet, student names and, contact information for Graduate Distinguished Achievement Awards from college award coordinators	Division of Graduate Studies
Friday, April 4, 2025	Names and contact information for faculty department representatives for Graduate Recognition Ceremony from college award coordinators.	Division of Graduate Studies
Monday, April 7, 2024	Temporary faculty application dossiers for range elevation.	Department Chairs/ Equivalent Unit Directors
Mid April (tentative)	Text requisitions for Summer and Fall 2024 are due from departments	SFSU Bookstore
Monday, April 21, 2025	Requests for Fall Semester 2025 CPaGE teaching assignments for both existing and new courses from faculty/departments/colleges.	College of Professional and Global Education
Friday, April 25, 2025	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2025.	Human Resources

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Thursday, May 1, 2025	Applications from temporary faculty seeking appointments for Fall 2025	Deans
Thursday, May 1, 2025	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
Friday, May 9, 2025	Last day for colleges to submit 2024 Provost Scholar award nomination forms and bios for nominees including graduate college hoods from college award coordinators.	Division of Graduate Studies
Friday, May 9, 2025	Spring 2025 CR/NC option sign-up deadline.	Registrar
Friday, May 16, 2025	Last day to apply for spring 2025 graduation. Graduation deadline (all coursework needs to be completed and submitted by this date). Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work Spring 2025 graduation.	Division of Graduate Studies
Monday, May 19, 2025	Deans' range elevation recommendations for temporary faculty.	President VIA Faculty Affairs
To be determined	Fall 2025 tenure-track recruitment requests from Deans.	Faculty Affairs
Friday, May 30, 2025	Spring 2025 grades due.	Registrars
Summer 2025 information		
Monday, June 30, 2025	Summary of all grade appeals heard by department and college grade appeals committees: number of cases heard and the result of each case.	Provost Academic Affairs/ Chief of Staff
TBD Summer 2025 Academic Calendar not available 7/9/2024	Last day for graduate students to file an application for degree and/or credential for Summer/August 2025 graduation.	Division of Graduate Studies
TBD Summer 2025 Academic Calendar not available 7/9/2024	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2025	Division of Graduate Studies
Friday, August 8, 2025	Evaluation of tenured faculty from department chairs/ equivalent unit directors for filing in personnel file in Human Resources (Post Tenure Review).	Human Resources