

2023- 2024 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

23-24 Submission Date	Data Required by Administrative Offices	Submit to
Fall 2023		
	Class Schedule Production and Academic Planning Database (APDB) deadlines for departments and colleges can be found at: <u>https://academicresources.sfsu.edu/sched/calendars</u>	Academic Resources
	Course and Program Submission Review Calendars: <u>https://ueap.sfsu.edu/dates</u>	Curriculum Coordinator
Monday, August 7 through Thursday, August 10, 2023	Fall 2023 new graduate student orientation	Division of Graduate Studies
Friday, August 11, 2023	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer graduation, 2023.	Division of Graduate Studies
Monday, August 21, 2023	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
Friday, September 1, 2023	Spring Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Friday, September 1, 2023	Requests for Winter Session 2023-2024 teaching assignments.	Dean, College of Professional and Global Education
Tuesday, September 5, 2023	Notify faculty who are due for post-tenure review.	Department Chairs
Friday, September 8, 2023	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 11, 2023	Last day to drop without a "W" grade	Registrar
Monday, September 11, 2023	Last day to add classes via instructor initiated permission numbers.	Registrar
Monday, September 25, 2023	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 2, 2023	Deadline to submit Proposals for Culminating Experience (PCE) for Spring 2024 culminating experience course enrollment.	Division of Graduate Studies
Monday, October 2, 2023	Deadline to submit Advancement to Candidacy (ATC) form for Spring 2024 graduation	Division of Graduate Studies
Monday, October 2, 2023	WPAF closes for faculty being considered for tenure and/or promotion . <i>(See Supplement for Notice Dates and Actions.)</i>	Department RTP Committee

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Monday, October 2, 2023	Applications for Difference in Pay Leaves. (Eligibility clearance required)	Department Chairs/Equivalent Unit Directors via Faculty Affairs
Monday, October 2, 2023	Applications for Sabbatical Leaves. (Eligibility clearance required)	University Sabbatical Committee, Deans, and Chairs via Faculty Affairs
Monday, October 2, 2023	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 2024 and AY 23-24	Provost/V.P. Academic Affairs via Faculty Affairs
Monday, October 2, 2023	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2024 graduates.	Division of Graduate Studies
Wednesday, October 18, 2023	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
PRIORITY deadline for Spring 2024: Friday, October 20, 2023 COMMENCEMENT deadline: April 1, 2024	Last day for undergraduate students to file Application for Degree and/or Credential for Spring/May 2024 graduation and Summer/August 2024 (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
Monday, October 30, 2023	WPAF closes for faculty in their third, fourth, and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Department RTP Committee
Monday, October 30, 2023	Text requisitions for Winter and Spring 2024 due from departments.	SFSU Bookstore
Wednesday, November 1, 2023	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
Wednesday, November 1, 2023	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

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Wednesday, November 1, 2023	Summer Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management
Monday, November 13, 2023	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 20, 2023	Requests for Spring Semester 2024 CPAGE teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Professional and Global Education
Friday, December 1, 2023	Applications from temporary faculty seeking appointments for Spring 2024.	Department Chairs/Equivalent Unit Directors
Friday, December 1, 2023	Fall 2023 CR/NC option sign-up deadline.	Registrar's
Monday, December 4, 2023	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
Monday, December 4, 2023	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
Monday, December 4, 2023	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 8, 2023	Last day for graduate students to file Application for Degree for Fall 23/January 2024	Division of Graduate Studies
Friday, December 8, 2023	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2023 graduation.	Division of Graduate Studies
Friday, December 15, 2023	First and second year probationary faculty review and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
Wednesday, December 27, 2023	Fall 2023 grades due.	Registrar
Spring 2024		
Monday, January 29, 2024	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
Thursday, February 1, 2024	Fall Miscellaneous Category III Course Fees Due	Student Affairs and Enrollment Management

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Thursday, February 1, 2024	Last day for undergraduate students to file an application for degree and/or credential for Summer/August 2024 graduation (PRIORITY deadline)	Registrar
Wednesday, February 7, 2024	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
Wednesday, February 7, 2024	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
Friday, February 16, 2024	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2024.	Deans/University Librarian
Friday, February 16, 2024	Spring 2024 Last day to drop without a "W" grade.	Registrar
Friday, February 16, 2024	Last day to add via instructor initiated permission numbers.	Registrar
<p>PRIORITY deadline for Spring 2024: Friday, February 16, 2024</p> <p>Deadline to be considered for the 2024 GRADUATE AWARD FOR DISTINGUISHED ACHIEVEMENT: Friday, April 5, 2024</p> <p>COMMENCEMENT deadline: Friday, April 5, 2024</p>	<p>Last day for graduate students to file Application for Degree and/or Credential for Spring/May 2024 graduation and Summer/August 2024 (to attend May Commencement). Students must file a graduation application no later than April 5, 2024 to be considered for the Graduate Award for Distinguished Achievement.</p>	Division of Graduate Studies
Monday, March 4, 2024	List of faculty who have retired with emeritus status since May 2023 and faculty who will retire with emeritus status at the close of Spring 2024.	Faculty Affairs
Monday, March 4, 2024	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2024.	Provost/V.P., Academic Affairs via Faculty Affairs
Friday, March 8, 2024	Departments'/Units' recommendations of selection of chairs/directors.	Deans
Friday, March 8, 2024	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
Monday, March 18, 2024	Recommendations from college deans for faculty serving in their third, fourth, and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Faculty Affairs

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Starting Mid March	Student and Faculty cap and gown rental starts for Commencement. (Same time as Grad Fair)	SFSU Bookstore
Friday, March 29, 2024	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
April 2024 (Academic Resources will email exact date)	Preliminary Budget 2024-2025 for colleges and academic units.	Academic Resources
Monday, April 1, 2024	Deadline to submit Proposals for Culminating Experience (PCE) for Fall 2024 culminating experience course enrollment.	Division of Graduate Studies
Monday, April 1, 2024	Deadline to submit Advancement to Candidacy (ATC) form for Fall 2024/January 2025 graduation	Division of Graduate Studies
Monday, April 1, 2024	Requests for Fall Semester 2024 CPaGE teaching assignments for both existing and new courses from faculty/departments/colleges.	College of Professional and Global Education
Thursday, April 4, 2024	Faculty cap and gown regalia rental deadline	SFSU Bookstore
Friday , April 5, 2024	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost Academic Affairs/ Chief of Staff
Friday , April 5, 2024	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost Academic Affairs/ Chief of Staff
Friday , April 5, 2024	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost Academic Affairs/ Chief of Staff
Friday , April 5, 2024	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost Academic Affairs/ Chief of Staff
Friday , April 5, 2024	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost Academic Affairs/ Chief of Staff

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Deadline to apply for graduation to be considered for the 2024 GRADUATE AWARD FOR DISTINGUISHED ACHIEVEMENT: Friday, April 5, 2024 COMMENCEMENT deadline: Friday, April 5, 2024	Last day for graduate students to file Application for Degree and/or Credential for Spring/May 2024 graduation and Summer/August 2024 (to attend May Commencement). Students must file a graduation application no later than April 5, 2024 to be considered for the Graduate Award for Distinguished Achievement.	Division of Graduate Studies
Friday, April 5, 2024	Remarks about graduate hood recipients for Graduate Recognition Ceremony from colleges award coordinators	Division of Graduate Studies
Friday, April 5, 2024	Completed excel spreadsheet, student names and, contact information for Graduate Distinguished Achievement Awards from college award coordinators	Division of Graduate Studies
Friday, April 5, 2024	Names and contact information for faculty department representatives for Graduate Recognition Ceremony from college award coordinators.	Division of Graduate Studies
Friday, April 5, 2024	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
Monday, April 8, 2024	Temporary faculty application dossiers for range elevation.	Department Chairs/ Equivalent Unit Directors
Friday, April 12, 2024	Cap and gown rental deadline (Students)	SFSU Bookstore
Monday, April 15, 2024	Text requisitions for Summer and Fall 2024 are due from departments	SFSU Bookstore
Friday, April 26, 2024	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2025.	Human Resources
Wednesday, May 1, 2024	Applications from temporary faculty seeking appointments for Fall 2024	Deans
Wednesday, May 1, 2024	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
Friday, May 10, 2024	Deans' range elevation recommendations for temporary faculty.	President VIA Faculty Affairs
Friday, May 10, 2024	Spring 2024 CR/NC option sign-up deadline.	Registrar
To be determined	Fall 2024 tenure-track recruitment requests from Deans.	Faculty Affairs
Friday, May 17, 2024	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 2024 graduation.	Division of Graduate Studies

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Friday, May 31, 2024	Spring 2024 grades due.	Registrars
Summer 2024 Information		
Friday, June 7 2024	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
To be determined	Last day for graduate students to file an application for degree and/or credential for Summer/August 2024 graduation.	Division of Graduate Studies
To be determined	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2024.	Division of Graduate Studies
Friday, August 2, 2024	Evaluation of tenured faculty from department chairs/ equivalent unit directors for filing in personnel file in Human Resources (Post Tenure Review).	Human Resources