

Date	Message	Applies To Dean	Applies To Dept Chairs Directors Coordinators	Applies To Faculty/Faculty Committees/ASP	Applies To VPAA Office/President/ Other
3/5/2020	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member	NO	NO	YES	YES
3/5/2020	Midterm, spring semester	YES	YES	YES	YES
3/7/2020	Campus Admitted Student Day	YES	YES	YES	YES
3/9/2020	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty	YES	NO	NO	YES
3/9/2020	Deans notify VPAA of any planned changes to ACF multi-year contracts	YES	NO	NO	YES
3/9/2020	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	YES	YES	NO	NO

3/10/2020	Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	YES	NO	NO	YES
3/11/2020	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI	NO	YES	NO	NO
3/11/2020	DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	NO	YES	YES	NO
3/11/2020	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	NO	NO	YES	YES
3/12/2020	Midterm grades for Spring closes 4:00 p.m.	YES	YES	YES	YES
3/12/2020	Last day for approved CAA action on items to be included in the undergraduate catalog	YES	YES	NO	NO
3/13/2020	Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	NO	NO	YES	NO

3/13/2020	Report to UPI changes in status of positions Units A & B	NO	NO	NO	YES
3/13/2020	Deadline for withdrawing a multiple year ACF contract	NO	YES	NO	YES
3/13/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
3/16/2020	Spring Break March 16-20	YES	YES	YES	YES
3/16/2020	Provost invites eligible faculty to serve on the ACA Committee	NO	NO	YES	YES
3/20/2020	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	YES	YES	YES	YES
3/23/2020	UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA	NO	NO	YES	YES

3/23/2020	ACFs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to department chair and also notify dean and VPAA	NO	NO	YES	NO
3/23/2020	ACF PBI portfolios due	NO	YES	NO	NO
3/24/2020	Spring Open House	NO	NO	YES	NO
3/25/2020	Undergraduate Catalog made available to deans/directors/ departments for review	YES	YES	NO	YES
3/27/2020	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	YES	YES	NO	NO
3/27/2020	ACF appeal committee report sent to Chair, copy to Dean and VPAA	YES	YES	YES	YES
3/27/2020	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member	NO	NO	YES	YES

3/27/2020	Transfer Orientation	YES	YES	YES	NO
3/27/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
3/30/2020	Dean submits written PAI recommendations to VPAA, with copy to faculty member	YES	NO	NO	NO
3/30/2020	Open House	YES	YES	YES	YES
4/1/2020	VPAA notifies faculty of 1st and 2nd, year retention decisions	NO	NO	NO	YES
4/1/2020	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing appointment to appropriate dean, VPAA, and UPI Chapter President	NO	YES	NO	NO
4/1/2020	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	NO	NO	NO	YES

4/1/2020	PAI recommendations submitted to UPC by VPAA	NO	NO	NO	YES
4/2/2020	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	NO	YES	YES	NO
4/2/2020	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	NO	NO	YES	NO
4/2/2020	Reissue Section Size Minima Memo	NO	NO	NO	YES
4/2/2020	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	NO	YES	YES	NO
4/3/2020	Last day for grade of "W" for withdrawal, spring semester	YES	YES	YES	YES
4/3/2020	Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	NO	NO	YES	NO

4/3/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/4/2020	Transfer Orientation	YES	YES	YES	YES
4/7/2020	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	NO	YES	YES	NO
4/8/2020	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required	YES	YES	NO	NO
4/8/2020	VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule	NO	NO	NO	YES
4/8/2020	Board of Trustees report materials due by noon	NO	NO	NO	YES
4/9/2020	Legacy Celebration (tentative)	YES	YES	YES	YES

4/9/2020	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	NO	NO	YES	YES
4/9/2020	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed	NO	NO	YES	NO
4/10/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/14/2020	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	YES	YES	YES	YES
4/15/2020	Tentative summer faculty workload reports due from deans to Director of Summer School	YES	NO	NO	YES
4/15/2020	Tentative 2020-2021 workload reports due from chairs to deans; opportunity for faculty consultation required	YES	YES	NO	NO
4/15/2020	Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair	NO	YES	YES	NO

4/15/2020	ASPs who elect to count previous years of service at the University toward a two-year appointment must notify the appropriate vice president in writing	NO	NO	YES	YES
4/15/2020	VPAA appoints ASP PBI Committee	NO	NO	NO	YES
4/15/2020	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	YES	YES	NO	NO
4/15/2020	By this date, after consultation with the ASP, supervisors (where director or chair is the supervisor) develop tentative written work plan for the next year and review statement of methods and materials used for evaluation; submit to appropriate dean/director and appropriate vice president for approval, with copy to ASP	YES	YES	NO	YES
4/16/2020	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty	YES	NO	NO	YES
4/16/2020	Revised Undergraduate Catalog materials due to VPAA	YES	YES	NO	YES
4/17/2020	VPAA provides PBI portfolios to ACF PBI Committee	NO	NO	NO	YES

4/17/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/20/2020	UPC submits PAI recommendations to VPAA, copy to faculty	NO	NO	YES	YES
4/21/2020	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	NO	NO	YES	NO
4/22/2020	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	NO	NO	YES	NO
4/22/2020	Deadline to cancel Summer 4-WK classes	YES	YES	YES	YES
4/23/2020	Request for fall University Foundation Courses from CASA	YES	NO	NO	NO
4/23/2020	Tentative 2020-2021 workload reports due from deans to VPAA	YES	NO	NO	NO

4/23/2020	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	YES	YES	NO	NO
4/23/2020	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions	NO	NO	NO	YES
4/24/2020	Transfer Orientation	YES	YES	YES	YES
4/24/2020	Board of Trustees meeting	YES	YES	YES	YES
4/24/2020	Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC	NO	NO	YES	NO
4/24/2020	ACF requests reconsideration of negative PBI Committee recommendation	NO	NO	YES	NO
4/24/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES

4/27/2020	Notice of Summer Appointments to be sent to Deans' Offices	YES	NO	NO	YES
4/27/2020	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring	YES	NO	NO	YES
4/28/2020	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	NO	NO	YES	YES
4/28/2020	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	NO	NO	YES	NO
4/29/2020	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	YES	NO	NO	YES
4/29/2020	UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA	NO	NO	YES	NO
4/29/2020	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee	NO	NO	NO	YES

5/1/2020	Last class day of spring semester	YES	YES	YES	YES
5/4/2020	Spring semester final exams begin	YES	YES	YES	YES
5/4/2020	VPAA notifies faculty in writing of PAI decisions	NO	NO	NO	YES
5/4/2020	Chairs/Coordinators review listings of regular graduate faculty, associate and adjunct graduate faculty to determine renewals for new and 5th year status and prepare nominations	YES	YES	NO	NO
5/5/2020	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY	YES	NO	NO	NO
5/5/2020	VPAA notifies annually contracted faculty of PBI results	NO	NO	NO	YES
5/6/2020	Spring EWP submissions due	NO	YES	YES	NO

5/7/2020	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	YES	YES	YES	YES
5/8/2020	Spring semester final exams end	YES	YES	YES	YES
5/9/2020	Spring Commencement	YES	YES	YES	YES
5/11/2020	Second Census Date (Semester Closes)	YES	YES	YES	YES
5/11/2020	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
5/12/2020	Deadline to cancel Summer 8-WK classes	NO	NO	YES	NO
5/13/2020	Summer semester opens	YES	YES	YES	YES

5/13/2020	ASPs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to supervisor and also notify dean and VPAA	NO	NO	YES	NO
5/14/2020	Spring EWP ratings due	NO	YES	YES	NO
5/14/2020	Registrar completes all final edits and "locks down" the catalog	YES	YES	YES	YES
5/15/2020	First Census Date (Count Day) Summer 4-WK	YES	YES	YES	YES
5/18/2020	Summer 4-WK first class day	YES	YES	YES	YES
5/18/2020	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	YES	YES	NO	NO
5/18/2020	Summer 7-WK enrollment dates (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES

5/21/2020	Summer 4-WK freeze enrollment date (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
5/21/2020	Dean/director submits written recommendations on ASP PBI portfolios, where necessary, to appropriate vice president, copy to ASP. (This is only if the ASP did not receive the four consecutive superior evaluations.)	YES	NO	NO	NO
5/25/2020	Deadline to cancel Summer 6-WK classes	YES	YES	YES	YES
5/25/2020	Memorial Day holiday	YES	YES	YES	YES
5/25/2020	VPAA provides materials to ASP PBI Committee	NO	NO	NO	YES
5/27/2020	Last day to submit audit or credit requests, 4:00 p.m.	YES	YES	YES	YES
5/27/2020	First Census Date (Count Day) Summer 6-WK	YES	YES	YES	YES

5/27/2020	Deadline to submit audit or credit requests 4:00 p.m. - 6 -WK	YES	YES	YES	YES
5/28/2020	POT 1 enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES
5/28/2020	POT FS enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES
5/28/2020	POT INT enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES
5/29/2020	Deadline for completing Spring graduation requirements	YES	YES	YES	YES
5/29/2020	Transfer Orientation	YES	YES	YES	YES
5/29/2020	PBI Committee provides recommendations to VPAA, copy to ASP	NO	NO	YES	YES

6/1/2020	Summer 8-WK first class day	YES	YES	YES	YES
6/2/2020	Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty	YES	YES	NO	YES
6/2/2020	ASP Work Plan due to ASP, copy to VPAA	YES	YES	YES	YES
6/3/2020	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	YES	YES	YES	YES
6/3/2020	Board of Trustees report materials due by noon	NO	NO	NO	YES
6/3/2020	POT 2WA enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES
6/5/2020	Last day for grade of "W" for withdrawal, 4-WK term	YES	YES	YES	YES

6/5/2020	Deadline for Deans to ensure Summer 4-WK faculty workloads are correct in Banner	YES	NO	NO	NO
6/5/2020	Deadline to submit audit or credit requests 4:00 p.m. - 8-WK	YES	YES	YES	YES
6/8/2020	Freshman Orientation	YES	YES	YES	YES
6/8/2020	Summer 8-WK enrollment dates (will determine faculty CUS that are based on enrollment)	YES	YES	YES	YES
6/9/2020	Deadline for Deans to enter Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)	YES	NO	NO	NO
6/9/2020	Freshman Orientation	YES	YES	YES	YES
6/10/2020	Final IBHE program reviews due from Deans to VPAA	YES	YES	NO	NO

6/10/2020	Freshman Orientation	YES	YES	YES	YES
6/10/2020	Summer 4-WK last class day, Monday-Friday courses (Final Exams during last class meeting)	YES	YES	YES	YES
6/11/2020	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	NO	NO	YES	YES
6/11/2020	Freshman Orientation	NO	NO	YES	NO
6/13/2020	Summer 4-WK last class day, courses meeting on Saturday	YES	YES	YES	YES
6/15/2020	Summer 6-WK first class day	YES	YES	YES	YES
6/15/2020	Summer 4-WK term closes	YES	YES	YES	YES

6/15/2020	Second Census Date (4-WK)	YES	YES	YES	YES
6/15/2020	Freshman Orientation (priority summer athletes)	YES	YES	YES	YES
6/16/2020	ASPs request reconsideration if PBI Committee recommendation is negative	NO	NO	YES	NO
6/16/2020	Appropriate vice president provides each ASP with retention decision	NO	NO	NO	YES
6/16/2020	Freshman Orientation	YES	YES	YES	YES
6/17/2020	Freshman Orientation	YES	YES	YES	YES
6/17/2020	POT 4WB enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES

6/18/2020	Freshman Orientation (Gateway)	YES	YES	YES	YES
6/22/2020	Summer 6-WK enrollment dates (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
6/25/2020	Final Summer faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential	NO	YES	NO	NO
6/25/2020	Appropriate vice president provides each ASP with PBI decision	NO	NO	NO	YES
6/26/2020	Board of Trustees meeting	YES	YES	YES	YES
6/26/2020	POT 5WB enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES
6/29/2020	Transfer Orientation	YES	YES	YES	YES

6/30/2020	Freshman Orientation	YES	YES	YES	YES
7/1/2020	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments	YES	NO	NO	NO
7/1/2020	Freshman Orientation	YES	YES	YES	YES
7/2/2020	Deans forward list of student complaints to VPAA	YES	NO	NO	YES
7/4/2020	Independence Day	YES	YES	YES	YES
7/6/2020	Freshman Orientation	YES	YES	YES	YES
7/7/2020	Final Summer faculty workload reports due to SCE /academic Services and Operations	YES	NO	NO	NO

7/7/2020	Freshman Orientation (Gateway)	YES	YES	YES	YES
7/8/2020	Freshman Orientation	YES	YES	YES	YES
7/9/2020	Freshman Orientation	YES	YES	YES	YES
7/10/2020	Last day for grade of "W" for withdrawal, 8-WK term	YES	YES	YES	YES
7/11/2020	Transfer Orientation	YES	YES	YES	YES
7/13/2020	Freshman Orientation (Gateway)	YES	YES	YES	YES
7/14/2020	Last day for grade of "W" for withdrawal, 6-WK term	YES	YES	YES	YES

7/14/2020	Freshman Orientation	YES	YES	YES	YES
7/15/2020	Deans/directors submit A&P direct report evaluations to VPAA	YES	NO	NO	NO
7/15/2020	Freshman Orientation	YES	YES	YES	YES
7/15/2020	POT 2WC enrollment dates (will determine faculty Cus that are based on enrollment)	YES	YES	YES	YES
7/16/2020	Freshman Orientation	YES	YES	YES	YES
7/20/2020	Open House	YES	YES	YES	YES
7/21/2020	Summer EWP submissions due	NO	NO	YES	NO

7/21/2020	Freshman Orientation (tentative)	YES	YES	YES	YES
7/24/2020	Summer 6-WK last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	YES	YES	YES	YES
7/24/2020	Summer 8-WK last class day (Final Exams during last class meeting)	YES	YES	YES	YES
7/25/2020	Summer 6-WK last class day, courses meeting on Saturday (Final exams during last class day)	YES	YES	YES	YES
7/25/2020	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	YES	YES	YES	YES
7/29/2020	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/29/2020	Summer 6-WK term closes. Second Census Date	YES	YES	YES	YES

7/29/2020	Summer 6-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/29/2020	Summer 8-WK term closes	YES	YES	YES	YES
7/29/2020	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/30/2020	Summer EWP ratings due	NO	NO	YES	NO
8/18/2020	Transfer Orientation	YES	YES	YES	YES
8/18/2020	Deadline for completing summer graduation requirements	YES	YES	YES	YES
8/18/2020	International Orientation	YES	YES	YES	YES

8/19/2020	International Orientation	YES	YES	YES	YES
8/19/2020	Fall semester opens	YES	YES	YES	YES
8/20/2020	Freshman Orientation	YES	YES	YES	YES
8/21/2020	Transition Program (Prowl): Freshmen & Transfer	YES	YES	YES	YES
8/26/2020	Board of Trustees report materials due by noon	NO	NO	NO	YES
9/11/2020	Board of Trustees meeting	YES	YES	YES	YES