

ACADEMIC PERSONNEL CALENDAR 2010-2011 ACADEMIC YEAR

Presented below are the deadlines established by the Provost for the various faculty personnel processes that occur throughout the academic year. Please note these deadlines on your calendar. Questions regarding any process and/or deadline should be directed to Academic Personnel Services (8-3027).

You are encouraged to consult the Academic Personnel Services Website at <http://www.csufresno.edu/aps/> for the complete text of the Collective Bargaining Agreement, university policies, and forms. Dates **in bold** are mandated by the Unit 3 (Faculty) Collective Bargaining Agreement.

ORIENTATIONS

August 18-19, 2010	New Tenure Track Faculty Orientation 8 a.m. – 4 p.m.	<u>LOCATION: Henry Madden Library Haak Center Academic Affairs 4164</u>
August 20, 2010	New Chairs Orientation 8 a.m. – 4 p.m.	<u>LOCATION: Henry Madden Library, Instruction and Outreach Services - Studio 2</u>
August 20, 2010	New Teaching Associate Orientation 8 a.m. to 12:00 p.m.	<u>LOCATION: Henry Madden Library, Studio 2</u>
August 20, 2010	New Teaching Associate Orientation 1:00 p.m. to 5:00 p.m.	<u>LOCATION: Henry Madden Library, Studio 2</u>
September 10, 2010	New Tenure Track Faculty Orientation – Supplemental Session Shared Governance / Collective Bargaining 3 p.m. to 4:30 p.m.	<u>LOCATION: Henry Madden Library Haak Center Academic Affairs 4164</u>
October 8, 2010	New Tenure Track Faculty Orientation – Supplemental Session Shared Governance / Collective Bargaining 3 p.m. to 4:30 p.m.	<u>LOCATION: Henry Madden Library Haak Center Academic Affairs 4164</u>
November 12, 2010	New Tenure Track Faculty Orientation – Supplemental Session Research and Sponsored Programs / The New Henry Madden Library 3 p.m. to 4:30 p.m.	<u>LOCATION: Henry Madden Library Haak Center Academic Affairs 4164</u>

TRAINING FOR INTERNATIONAL FACULTY

These workshops will be similar; however, there may be slight differences based on enrollment and questions.

September 15, 2010 Immigration Issues for New and Continuing Faculty
10:00 a.m. to 11:30 a.m. LOCATION: HML Lecture Hall 3212

September 15, 2010 Immigration Issues for New and Continuing Faculty
2:30 p.m. to 4:00 p.m. LOCATION: HML Lecture Hall 3212

STUDENT RATINGS OF TEACHING EFFECTIVENESS

Policy: [CBA Article 15](#)
Policy on Evaluation of Teaching Effectiveness ([APM 322](#))

November 10, 2010 Begin administering student ratings for fall 2010 courses.

April 13, 2011 Begin administering student ratings for spring 2011 courses.

SUBMITTING GRADES

January 3, 2011 Deadline to submit grades for fall 2010 semester.

May 31, 2011 Deadline to submit grades for spring 2011 semester.

EMERITA/EMERITUS FACULTY

Policy: [APM 399](#)
Note: FERP faculty are now eligible for nomination to Emerita/Emeritus Status.

August 27, 2010 Last day for deans to recommend emerita/emeritus status for retiring faculty in time for them to be invited to the annual luncheon (to be held in October).

TENURE TRACK SEARCHES

All full-time vacancy announcements are posted at www.csufresno.edu/aps/vacancy/vacancy.html

Policy: **Policy and Procedures on Appointment of Tenure Track Faculty Including the Award of Service Credit ([APM 301](#))**
 Policy and Procedures on Appointment of Full-Time Temporary Faculty Including Emergency Appointments ([APM 302](#))
 Policy on Terminal Degrees ([APM 304](#))

Tenure-track faculty searches in AY 2010-2011 will be supported by eRecruit. Workshops will be conducted with each individual search committee. If your search committee has not yet been scheduled for training, please contact Diane Volpp at: 278-3027.

Important Dates:

September 30, 2010 All tenure-track searches must be authorized and underway.

April 29, 2011 All tenure-track searches must be completed.

LEAVES WITHOUT PAY (Personal or Professional)

Policy: **[CBA Article 22](#)**
 Policy on Faculty Leaves of Absence ([APM 361](#))

October 1, 2010 Faculty members on fall 2010 leave of absence without pay must notify Dean and Provost of intent to return to campus for spring 2011 semester.

October 25, 2010 Professional Leave without Pay Reports for spring 2010 and 2009-2010 Academic Year are due to dean with a copy to the Provost.

March 21, 2011 Professional Leave without Pay Reports for fall 2010 due to dean with a copy to the Provost.

April 1, 2011 Faculty members on leave of absence without pay in spring 2011 must notify Dean and Provost of intent to return to campus for fall 2011 semester.

Failure to notify campus of intent to return may lead to separation from university employment.

SABBATICAL/DIFFERENCE IN PAY LEAVES

Policy:

**[CBA Article 27](#), and [CBA Article 28](#)
Policy on Faculty Leaves of Absence ([APM 361](#))
Policy on Faculty Consultation and Voting ([APM 114](#))**

Each College/School determines internal deadlines for the consideration of sabbatical leave requests.

- September 17, 2010 Workshop for Writing Sabbatical/DIP Proposals,
11:00 a.m.-noon Location: HML Lecture Hall 3212
- September 21, 2010 Workshop for Writing Sabbatical/DIP Proposals (repeat of earlier orientation)
3:00-4:00 p.m. (Repeat) Location: HML Lecture Hall 3212
- October 25, 2010 Professional Leave without Pay Reports, Sabbatical Leave Reports and
Difference in Pay Leave Reports for spring 2010 or 2009-2010 Academic Year
are due to dean with a copy to the Provost ([APM 361](#), Part A, Section VII).
- December 10, 2010 Dean makes final decision regarding award of sabbatical leaves. Dean notifies
applicants.
- February 8, 2011 Eligible faculty member making appeal of negative decision must have discussed
denial with dean and submitted a written appeal to Provost ([APM 361](#), Part D,
Section VI).
- March 21, 2011 Professional Leave without Pay Reports, Difference in Pay Leave Reports and
Sabbatical Leave Reports for fall 2010 due to dean with a copy to the Provost
([APM 361](#), Part A, Section VII).

FACULTY EARLY RETIREMENT PROGRAM (FERP)

Policy: [CBA Article 29](#)

March 1, 2011 Deadline for faculty to notify President of intent to enter program beginning with the 2011–2012 academic year ([Article 29.2](#)).

NOTE: **Faculty members considering retirement and entering the FERP program are encouraged to read the information provided at the following web link:**
www.csufresno.edu/aps/forms_policies/retirement_ferp.shtml

Faculty members planning to retire should schedule a meeting with Benefits at least 90 days prior to the date of retirement. Call 8-2155 for an appointment.

RETIREMENT WORKSHOPS:

September 23, 2010 CalPers Retirement Planning Informational Workshop. Registration required through Employee Self-Service area of *myFresnoState* portal and select Learning & Development/Request Training Enrollment
9:00 – 11:00 a.m. Location: UBC, Alice Peters Auditorium
2:00 - 4:00 p.m (Repeat of first session)

**PROBATIONARY PLANS AND
PROBATIONARY PLAN AMENDMENTS**

TRAINING IS AVAILABLE BY APPOINTMENT FOR DEPARTMENT AND COLLEGE PEER REVIEW COMMITTEES.

NEW TENURE TRACK HIRES

New probationary faculty members (including those who received service credit) and those recently converted to tenure-track positions will develop probationary plans as provided by the Policy on Probationary Plans and Faculty Mentoring.

Policy: Policy on Probationary Plans and Faculty Mentoring ([APM 324](#))

- | | |
|--------------------|--|
| August 18-19, 2010 | Probationary Plan Workshop as part of New Faculty Orientation |
| September 28, 2010 | Probationary Plan Workshop – Q&A Session: New Plans and Plan Amendments
1:00 p.m.- 2:00 p.m. <u>Location: HML Lecture Hall 3212</u> |
| October 6, 2010 | Probationary Plan Workshop - Q&A Session: New Plans and Plan Amendments
11:00 a.m.-noon (Repeat) <u>Location: HML Lecture Hall 3212</u> |
| October 15, 2010 | Draft Plan is submitted to the department faculty for review and initial approval. |
| November 12, 2010 | Departments forward plans to college/school committees and deans. |
| December 10, 2010 | Probationary Plans are forwarded to UBORT via Academic Personnel Services. |
| February 18, 2011 | UBORT forwards new faculty Probationary Plans to Provost for review and final approval. |
| May 27, 2011 | Provost makes final decisions regarding probationary plans for new tenure-track faculty. Decisions will be issued through the Dean's Office, with faculty signature required to acknowledge receipt. |

PROBATIONARY PLAN AMENDMENTS

Probationary Plan Amendments are to be submitted and reviewed in conjunction with RTP and Off-Year Periodic Reviews of Probationary Faculty. Please review the schedules in the appropriate section of this Calendar.

OFF-YEAR PERIODIC REVIEW OF PROBATIONARY FACULTY

(Including Probationary Plan Amendments)

Applies to 3rd and 5th Year Faculty as notified by the Provost

Policy: [CBA Article 15](#) at [15.25](#) and [15.26](#)
[APM 325](#) and College/School Policy as approved by the President based on
[Guidelines](#) issued 3/12/07
[Periodic Review Form](#) – Probationary Faculty

Off-Year Review Workshops:

- September 9, 2010 Off-Year Review Workshop for 3rd Year Probationary Faculty.
11:00 a.m.-noon Location: HML Lecture Hall 3212
- September 10, 2010 Off-Year Review Workshop for 3rd Year Probationary Faculty.
1:00-2:00 p.m. (Repeat) Location: HML Lecture Hall 3212
- October 11, 2010 Off-Year Review Workshop for 5th Year Probationary Faculty.
3:30-4:30 p.m. Location: HML Lecture Hall 3212
- October 19, 2010 Off-Year Review Workshop for 5th Year Probationary Faculty.
1:00-2:00 p.m. (Repeat) Location: HML Lecture Hall 3212

3rd Year Faculty: Off-Year Review Schedule

- September 13, 2010 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer review committee. The decision applies to all RTP, Periodic Review of Probationary Faculty, and Range Elevation reviews in the department.
- September 27, 2010 3rd year faculty who received instruction in Provost's spring 2010 RTP letter to use Off-Year Review process in AY 2010-2011 submit Summary File to department peer review committee.

3rd year faculty who wish to request a Probationary Plan Amendment should submit the proposed Amendment with their Summary File.
- October 25, 2010 Department peer committee and chair, if completing separate recommendation, complete appropriate section on APS form [Report of Periodic Review](#) and provide a copy to the candidate. Candidate has ten (10) days to submit a response to committee chair before the file is forwarded to the department chair.

If the candidate requested a Probationary Plan Amendment, the peer review committee and the chair should include appropriate recommendations in their Report of Periodic Review.
- November 8, 2010 Department chair forwards Summary File, [Report of Periodic Review](#), and all responses (if any) to dean's office.

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- December 6, 2010 Dean completes appropriate section on APS form [Report of Periodic Review](#) and provides a copy to the candidate. Candidate has ten (10) days to submit response.
- If the candidate requested a Probationary Plan Amendment, the dean should include his/her recommendations in the [Report of Periodic Review](#).
- December 16, 2010 Summary File, [Report of Periodic Review](#), and all responses (if any) are placed in candidate's Open Personnel File. Copies of all documents are due in Academic Personnel Services. Academic Personnel Services will forward all requests for Probationary Plan Amendments to UBORT for review on the same schedule as those submitted as part of regular RTP review.

5th Year Faculty : Off-Year Review Schedule

- September 13, 2010 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer review committee. The decision applies to all RTP, Periodic Review of Probationary Faculty, and Range Elevation reviews in the department.
- October 25, 2010 5th year faculty who received instruction in Provost's spring 2010 RTP letter to use Off-Year Review process in AY 2010-2011 submit Summary File to department peer review committee.
- 5th year faculty who wish to request a Probationary Plan Amendment should submit the proposed Amendment with their Summary File.
- November 22, 2010 Department peer committee and chair, if completing separate recommendation, complete appropriate section on APS form [Report of Periodic Review](#) and provide a copy to the candidate. Candidate has ten (10) days to submit a response to committee chair before the file is forwarded to the department chair.
- If the candidate requested a Probationary Plan Amendment, the peer review committee and the chair should include appropriate recommendations in their Report of Periodic Review.
- December 2, 2010 Department chair forwards Summary File, completed APS form [Report of Periodic Review](#), and all responses (if any) to dean's office.
- January 21, 2011 Dean completes appropriate section on APS form [Report of Periodic Review](#) and provides a copy to the candidate. Candidate has ten (10) days to submit response.
- If the candidate requested a Probationary Plan Amendment, the dean should include his/her recommendations in the Report of Periodic Review.
- January 31, 2011 Summary File, [Report of Periodic Review](#), and all responses (if any) are placed in candidate's Open Personnel File. Copies of all documents are due in Academic Personnel Services. Academic Personnel Services will forward all requests for Probationary Plan Amendments to UBORT for review on the same schedule as those submitted as part of regular RTP review.

RETENTION AND TENURE REVIEWS
(Including Probationary Plan Amendments)

Policy: **CBA Articles 11, 13, 15**
 Policy on Retention and Tenure ([APM 325](#))
 Policy on Faculty Personnel Files ([APM 323](#))
 Policy on Faculty Consultation and Voting ([APM 114](#))
 Policy on Probationary Plans and Faculty Mentoring ([APM 324](#))

Failure of any level to meet a deadline will result in the RTP File moving forward without a recommendation from that level.

Dates **in bold** are mandated by the Unit 3 (Faculty) Collective Bargaining Agreement.

NEW TENURE TRACK HIRES

New probationary faculty members (including those who received service credit) and those recently converted to tenure-track positions will be developing probationary plans as provided by the Policy on Probationary Plans and Faculty Mentoring, [APM 324](#) (for due dates, see above, page 6).

**SECOND-YEAR PROBATIONARY FACULTY AND THIRD-YEARS, IF APPLICABLE:
RTP FILES ONLY**

These dates do not apply to 3rd Year Faculty who were instructed to follow Off-Year Periodic Review process.

Workshops:

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|--------------------|---|--|
| September 7, 2010 | RTP Workshop for 2nd year probationary faculty (others welcome).
2:00-4:00 p.m. | <u>Location: HML Lecture Hall 3212</u> |
| September 17, 2010 | RTP Workshop for 2nd year probationary faculty (others welcome).
2:00-4:00 p.m. (Repeat) | <u>Location: HML Lecture Hall 3212</u> |
| September 20, 2010 | RTP Question & Answer Session for 2nd year probationary faculty with follow-up questions (others welcome).
3:30-4:30 p.m. | <u>Location: HML Lecture Hall 3212</u> |
| September 23, 2010 | RTP Question & Answer Session for 2 nd year probationary faculty (and 3 rd years, if applicable) with follow-up questions.
2:00-3:00 p.m. (Repeat) | <u>Location: HML Lecture Hall 3212</u> |

Important Dates:

- September 13, 2010 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
- September 13, 2010 Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the RTP process including student ratings and peer evaluations.
- September 27, 2010 Faculty must complete their RTP Files (**including Requests for Probationary Plan Amendment, if applicable**) and turn them in to departments by 5 p.m.
- October 1, 2010 Last day for anything to be added to 2nd year (or 3rd year, if applicable) RTP File. **RTP FILES ARE CLOSED AS OF 5 P.M.**
- October 25, 2010 Department gives completed recommendation to the candidate (including Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to recommendation(s) before file is forwarded to college/school level.
- November 8, 2010 Department forwards RTP Files (including Probationary Plan Amendments, if any) with all recommendations and responses to the Office of the Dean. **Candidate may still submit a response after this date.**
- December 6, 2010 College/School peer review committee and Dean give separate recommendations to candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to a recommendation(s) before file is forwarded to university level.
- December 16, 2010 Dean's Office forwards RTP Files (including Probationary Plan Amendment, if any) with all recommendations and responses to Academic Personnel Services for the Provost (and UBORT if necessary). **Candidate may still submit a response after this date.**
- January 21, 2011 **(IF NEEDED)** UBORT gives recommendation to the candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to the recommendation via Academic Personnel Services before file is forwarded to Provost.
- January 31, 2011 UBORT forwards any RTP files (including Probationary Plan Amendments, if any) it has reviewed with all recommendations and responses (as applicable) to the Provost via Academic Personnel Services. **Candidate may still submit a response after this date.**
- February 15, 2011** Provost makes final decision regarding **second-year probationary faculty (and third-year, if applicable)**, including Probationary Plan Amendment, if any. Notice will be given by letter through Dean's office, with faculty signature required to acknowledge receipt.

FOURTH- AND SUBSEQUENT-YEAR PROBATIONARY FACULTY: RTP FILES ONLY
These dates do not apply to 5th Year Faculty who were instructed to follow Off-Year Periodic Review process and who are not applying for early tenure/promotion.

While the contractual deadline is June 1, every effort is made to issue final decisions by finals week.

Workshops:

- September 29, 2010 RTP Workshop for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
2:00-4:00 p.m. Location: HML Lecture Hall 3212
- October 7, 2010 RTP Workshop for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
2:00-4:00 p.m. (Repeat) Location: HML Lecture Hall 3212
- October 14, 2010 RTP Question and Answer Session for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
2:00-3:00 p.m. Location: HML Lecture Hall 3212
- October 18, 2010 RTP Question and Answer Session for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
2:00-3:00 p.m. (Repeat) Location: HML Lecture Hall 3212

Important Dates:

- September 13, 2010 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
- October 11, 2010 Deans must provide notice by this date to candidates of any material being added to Open Personnel File to be considered in the RTP process including student and peer evaluations ([Article 11.4](#)).
- October 25, 2010 Faculty must complete their RTP Files (**including Requests for Probationary Plan Amendment, if applicable**) and turn them in to departments by 5 p.m.
- October 29, 2010 Last day for anything to be added to 4th year, 5th year (if applicable), and 6th year RTP Files. **RTP FILES OFFICIALLY CLOSE AT 5 P.M.**
- November 22, 2010 Department gives completed recommendation(s) to the candidate (including Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to recommendations before file is sent to college/school level.

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- December 2, 2010 Department forwards RTP Files (including Probationary Plan Amendments, if any) with all recommendations and responses to the Office of the Dean. **Candidate may still submit a response after this date.**
- January 21, 2011 College/School peer review committee and the Dean give separate recommendations to candidate (including recommendation on Probationary Plan Amendment, if any). Candidate will have ten (10) days to submit a response to a recommendation(s) before file is forwarded to university level.
- January 31, 2011 Dean's Office forwards RTP Files (including Probationary Plan Amendments, if any) with all recommendations and responses to UBORT via Academic Personnel Services. **Candidate may still submit a response after this date.**
- March 14, 2011 UBORT gives recommendation to the candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to the recommendation via Academic Personnel Services before file is forwarded to Provost.
- March 25, 2011 UBORT forwards RTP Files (including Probationary Plan Amendments, if any) with all recommendations and responses to Provost via Academic Personnel Services. **Candidate may still submit a response after this date.**
- June 1, 2011** This is the contractual deadline for the Provost's decisions regarding retention and tenure. Notice will be given by letter through Dean's Office, with faculty signature required to acknowledge receipt ([Article 13.13](#)).

PROMOTION

Policy: [CBA Article 11, 14, 15](#)
 Policy on Promotion ([APM 327](#))
 Policy on Faculty Personnel Files ([APM 323](#))
 Policy on Faculty Consultation and Voting ([APM 114](#))

Failure on any level to meet a deadline will result in the RTP File moving forward without a recommendation from that level. While the contractual deadline is June 15, every effort is made to issue final decisions by finals week.

Dates **in bold** are mandated by the Unit 3 (Faculty) Collective Bargaining Agreement.

Workshops:

September 30, 2010	Promotion Only Workshop promotion candidates. 3:00–4:30 p.m.	Location: HML Lecture Hall 3212
October 8, 2010	Promotion Only Workshop (repeated) promotion candidates. 2:00-3:30 p.m. (Repeat)	Location: HML Lecture Hall 3212
October 13, 2010	Promotion Only Question and Answer Session. 3:00– 4:30 p.m.	Location: HML Lecture Hall 3212
October 19, 2010	Promotion Only Question and Answer Session. 2:00-3:30 p.m. (Repeat)	Location: HML Lecture Hall 3212

Important Dates:

September 13, 2010	Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
October 11, 2010	Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the RTP process including student and peer evaluations by this date .
October 25, 2010	Promotion candidates must complete their RTP Files (including Requests for Probationary Plan Amendment, if applicable) and turn them in to departments by 5 p.m.

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- October 29, 2010 Last day for anything to be added to a Promotion File. **RTP FILES OFFICIALLY CLOSE AT 5 P.M.**
- November 22, 2010 Department gives completed recommendation(s) to the candidate. Candidate has ten (10) days to submit a response to a recommendation(s) before file is sent to college/school level.
- December 2, 2010 Department forwards RTP File with all recommendations and responses (if any) to the Office of the Dean. **Candidate may still submit a response after this date.**
- January 21, 2011 College/School peer review committee and the Dean give separate recommendations to candidate. Candidate will have ten (10) days to submit a response to a recommendation(s) before file is forwarded to university level.
- January 31, 2011 The Office of the Dean forwards RTP Files with all recommendations and responses (if any) to UBOP via Academic Personnel Services. **Candidate may still submit a response after this date.**
- March 14, 2011 UBOP gives recommendation to the candidate. Candidate has ten (10) days to submit a response to the recommendation via Academic Personnel Services before file is forwarded to Provost.
- March 28, 2011 UBOP forwards recommendations and responses (if any) to Provost via Academic Personnel Services. **Candidate may still submit a response after this date.**
- June 15, 2011** This is the contractual deadline for the Provost's decisions regarding promotion. Notice will be given by letter through the Dean's Office, with faculty signature required to acknowledge receipt. ([Article 14.9](#)).

RANGE ELEVATION FOR LECTURERS

Policy:

[CBA Article 11, 12](#)

Policy on Range Elevation for Lecturers ([APM 332](#))

Policy on Faculty Personnel Files ([APM 323](#))

Policy on Faculty Consultation and Voting ([APM 114](#))

For Range Elevation Effective Fall 2011

- September 13, 2010 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
- February 7, 2011 Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the range elevation process, including student and peer evaluations.
- February 18, 2011 Completed applications must be submitted to the departments with copy to the Dean by **5 p.m.** Open Personnel Files are declared closed at **5 p.m.**
- March 11, 2011 Department gives completed recommendation(s) to the candidate. Candidate has ten (10) days to submit a response to a recommendation(s) before file is forwarded to the dean.
- March 21, 2011 Department forwards recommendations and responses (if any) to the dean. Candidate may still submit a response after this date.
- April 22, 2011 The Dean makes the final decision regarding range elevation for fall 2012.

WORKSHOPS

The following workshops related to personnel will be held during the academic year.

New Tenure-Track Faculty Orientation

The following orientation sessions are mandatory for all new tenure-track faculty.

Wednesday	August 18	8:00-4:00	Haak Ctr Acad Affrs Room 4164
Thursday	August 19	8:00-4:00	Haak Ctr Acad Affrs Room 4164
Friday	September 10	3:00-4:30	Haak Ctr Acad Affrs Room 4164
Friday	October 8	3:00-4:30	Haak Ctr Acad Affrs Room 4164
Friday	November 12	3:00-4:30	Haak Ctr Acad Affrs Room 4164

New Department Chair Orientation

Friday	August 20	8:00 – 12:00	Location: Library, Studio 2
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Teaching Associate Orientation

Friday	August 20	8:00 – 12:00	Location: Library, Studio 2
		1:00 – 5:00	(Repeat of earlier orientation)

All new TAs are expected to attend one session.

Training for International Faculty – Immigration Issues

Wednesday	September 15	10:00-11:30	Location: HML Lecture Hall 3212
Wednesday	September 15	2:30- 4:00	Location: HML Lecture Hall 3212 (Repeat)

Faculty Hiring Procedures: Training will be provided in each College/School, but the following university-wide sessions are being offered:

Tenure Track Faculty searches are supported by e-Recruit. Workshops will be conducted with each individual search committee. If your search committee has not yet been scheduled for training, please contact Diane Volpp at 8-3027.

Sabbatical/DIP Leaves

Friday	September 17	11:00-12:00	Location: HML Lecture Hall 3212
Tuesday	September 21	3:00- 4:00	Location: HML Lecture Hall 3212 (Repeat)

Retirement Workshops

Thursday	September 23	9:00-11:00	University Business Ctr., Alice Peters Auditorium
Thursday	September 23	2:00-4:00	Same Location (Repeat)

Spring – TBA

Probationary Plans and Probationary Plan Amendments

Thursday	August 19	As part of New Faculty Orientation	
Tuesday	September 28	1:00- 2:00	Location: HML Lecture Hall 3212
Wednesday	October 6	11:00-12:00	Location: HML Lecture Hall 3212 (Repeat)

Off-Year Review: For 3rd Year Probationary Faculty (others welcome)

Thursday	September 9	11:00-12:00	Location: HML Lecture Hall 3212
Friday	September 10	1:00- 2:00	Location: HML Lecture Hall 3212 (Repeat)

Off-Year Review: For 5th Year Probationary Faculty (others welcome)

Monday	October 11	3:30-4:30	Location: HML Lecture Hall 3212
Tuesday	October 19	1:00-2:00	Location: HML Lecture Hall 3212 (Repeat)

RTP: 2nd Year Probationary Faculty (others welcome)

Tuesday	September 7	2:00-4:00	Location: HML Lecture Hall 3212
Friday	September 17	2:00-4:00	Location: HML Lecture Hall 3212 (Repeat)

Question and Answer Sessions

Monday	September 20	3:30-4:30	Location: HML Lecture Hall 3212
Thursday	September 23	2:00-3:00	Location: HML Lecture Hall 3212 (Repeat)

RTP: 4th and 6th Year Probationary Faculty- Not Off Year (others welcome)

Wednesday	September 29	2:00-4:00	Location: HML Lecture Hall 3212
Thursday	October 7	2:00-4:00	Location: HML Lecture Hall 3212 (Repeat)

Question and Answer Sessions

Thursday	October 14	2:00-3:00	Location: HML Lecture Hall 3212
Monday	October 18	2:00-3:00	Location: HML Lecture Hall 3212 (Repeat)

RTP: Tenured Faculty Promotion Only Candidates

Thursday	September 30	3:00-4:30	Location: HML Lecture Hall 3212
Thursday	October 8	2:00-3:30	Location: HML Lecture Hall 3212 (Repeat)

Question and Answer Sessions

Thursday	October 13	3:00-4:30	Location: HML Lecture Hall 3212
Monday	October 19	2:00-3:30	Location: HML Lecture Hall 3212 (Repeat)

SOURCES OF INFORMATION FOR FACULTY

CBA: www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAatoc.shtml

Academic Policy Manual: http://www.csufresno.edu/aps/forms_policies/apm/index.shtml

Full Time Vacancy Announcements: <http://www.csufresno.edu/aps/vacancy/index.shtml>

APS/Revised A 2010

Reviewed by Academic Senate Personnel Committee, Chair July 2010