

2015-2016 CHHS Faculty Affairs Calendar

This calendar is distributed by the College of Health and Human Services and indicates college and university deadlines related to sabbaticals, leaves and range elevation. This calendar is adapted from the Faculty Affairs calendar. **Additional information has been inserted by the Dean's Office and is indicated in orange.** This calendar is to be used as a guideline only and is subject to change.

Retention, Tenure, Promotion, Probationary Plan, & Range Elevation: www.fresnostate.edu/academics/aps/calendars/

FALL 2015 Semester

- August 20 **SEMESTER BEGINS** - AY Faculty return to Active Status
- September 11 **Range Elevation:** Department Chair submits memo that 1) declares recommendation intent for all reviews – independent or participate in peer review committee. (Must be same decision as RTP).
- September 21 **Outside Employment:** Written statements on outside employment using form shall be submitted to the dean. Note: 12 month faculty forms are due October 1.
- October 1 **Leave:** Faculty members on Fall 2015 leave of absence without pay must notify Dean and Provost of intent to return to campus for Spring 2016 Semester.
- _____ **Department deadline for Sabbatical/DIP: 2015-16 Sabbatical Applications (departments set their own deadline – check with your department chair)**
- October 16 Sabbatical/DIP: 2015-16 Sabbatical Applications (with department recommendation) due to Dean's office**
- October 23 **Leave:** Deadline for faculty to submit a report of activity after Spring 2015 or AY 2014-15 professional leave, sabbatical, or DIP.
- December 11 **Sabbatical/DIP:** Dean makes final decision regarding award of sabbatical leaves. Dean notifies applicants and sends copy to Faculty Affairs.
- December 23 **FALL SEMESTER ENDS**
- December 24 AY Faculty: Return to Inactive Status (last day of active status: December 22, 2014)

Spring 2016 Semester

- January 14 **SEMESTER BEGINS** - AY Faculty return to Active Status
- February 15 **Outside Employment:** Written statements on outside employment using form shall be submitted to the dean. Note: 12 month faculty forms are due January 1 and April 1.

January 22	Range Elevation: Departments must provide to the Dean's office any material to be added to the Personnel Action File to be considered in the Range Elevation process including student and peer evaluations
January 29	Range Elevation: Last day for Dean to notify faculty of material being added to their PAF for Range Elevation candidates.
February 5	Range Elevation: Candidate – Last day to submit CV and letter of application to Department Chair and Dean's Office for filing in PAF.
February 5	Range Elevation: Personnel Action Files closed at 5pm
March 2	FERP: Deadline for faculty to submit intent to FERP beginning AY 2016-17; this is subject to collective bargaining deadlines and changes.
March 4	Range Elevation: Department committee and Department Chair deadline for recommendation to Range Elevation candidates.
March 14	Range Elevation: Department forwards recommendation to Dean.
March 18	Leave: Deadline for faculty to submit a report of activity after Fall 2015 professional leave, sabbatical for DIP.
March 31	Emeritus Status: Last day for deans to recommend emerita/emeritus status in time for fall recognition luncheon.
April 1	Leave: Faculty members on Spring 2016 or AY 2015-16 leave of absence without pay must notify the Provost of intent to return to campus for Fall 2016 semester.
April 15	Range Elevation: Dean's decision to candidate(s). (See Temporary Faculty Calendar)
May 21	SPRING SEMESTER ENDS: 104th Annual Commencement
May 23	AY Faculty: Return to Inactive Status