College of Engineering 2015-16 Annual Calendar

July 2015
   3 – Independence Day holiday

August
   3 – Deadline for Winter quarter sabbatical requests (JB)

September
   Early Sept– Master course approval deadline for Spring 2017 courses (UG)
   1 – Deadline for temporary academic appointments with October 1 begin date, to College (JB)
   7 – Labor Day Holiday
   15 – Campus default cut-off date for academic personnel materials to be submitted by faculty to departments (JB)
   15 – Report of Category I** and II Compensated Activities form (APM025, App C) for previous academic year to be completed on-line by faculty (JB)
   21 – New Student Convocation
   24 – Instruction begins

October
   Mid-month – Summer 2016 curriculum planning begins (JP)

November
   Early Nov – Master course approval deadline for Summer 2016 and Fall 2016 courses (UG)
   9 – Deadline for departments to submit Dean’s Authority academic personnel cases and asst prof deferrals (JB)
   11 – Veterans Day Holiday
   26-27 – Thanksgiving Holiday
   Month-end – Summer 2016 curriculum plans due (JP)
December

1 – Deadline for Spring quarter sabbatical requests (JB)

1 – Deadline for submitting temporary academic appointments with January 1 begin date, to College (JB)

14 – Deadline for departments to submit Expanded Review academic personnel cases (JB)

24-25 – Christmas Holiday

31-Jan 1 – New Year’s Holiday

January 2016

Early Jan – Deadline to submit curricular/program changes to Faculty Executive Committee – *which need Academic Senate approval* – for changes with 2016-17 effective dates (UG)

4 – Winter quarter instruction begins

Mid-month – 2016-17 Temporary Sub -0 and TA budget process begins – budgets due mid-February (JP)

Mid-month – Mid-year staffing list reconciliation (JP)

18 – M.L. King Holiday

February

Early Feb – Deadline for course changes to be included in 2016-17 General Catalog (UG)

15 – Presidents Day Holiday

Mid-month – 2016-17 Temporary Sub -0 and TA budget requests due (JP)

Month-end – Faculty FTE plans due (JP)

March

Early Mar – Deadline to submit curricular/program changes to Faculty Executive Committee that need FEC approval only, for changes with 2016-17 effective dates (UG)

2 – Deadline for submitting temporary academic appointments with April 1 begin date, to College (JB)

Mid-month – Call for names/awards for Faculty Recognition Ceremony (JB)
25 – Cesar Chavez Holiday

28 – Spring quarter instruction begins

April

Early April – Master course approval deadline for Winter 2017 courses (UG)

1 – Deadline for Fall quarter sabbatical requests (JB)

9 – Spring Insight (campus-wide open house)

May

30 – Memorial Day Holiday

June

1 – Deadline for submitting temporary academic appointments with July 1 begin date, to College (JB)

10 – Senior Send-Off

11 – Commencement – Engineering and Sciences

12 – Commencement – Graduate Division

Mid-month – Final staffing list reconciliation (JP)

20 – Summer session instruction begins June 20, 2016 (ends Sept 9, 2016)

30 – Deadline for faculty to submit to dept. chair for Dean’s approval Prior Approval for Compensated Outside Activities form for coming academic year (JB)

Contacts:

(JB) = June Betancourt
(UG) = Undergraduate Unit
(JP) = Juli Pippin

** Category I activity which has been pre-approved will automatically be associated within AP Folio for the relevant years. In such cases, faculty may select “No outside activity reporting for fiscal year ending June 30, 20XX.”