College of Engineering 2017-18 Annual Calendar

July 2017

4th Independence Day holiday

August 2017

1st Deadline for Winter quarter sabbatical requests (ML)

September 2017

Early Sept
Master course approval deadline for Spring 2019 courses (UG)

1st Deadline for temporary academic appointments with October 1 begin date, to College (ML)

4th Labor Day Holiday

15th Campus default cut-off date for academic personnel materials to be submitted by faculty to departments (ML)

15th Report of Category I** and II Compensated Activities form (APM025, App C) for previous academic year to be completed on-line by faculty (ML)

25th New Student Convocation

26th Discover Engineering (new student welcome event) (UG)

28th Instruction begins

October 2017

Mid-month
Summer 2018 curriculum planning begins (JP)

November 2017

Early Nov
Master course approval deadline for Summer 2018 and Fall 2018 courses (UG)

10th Veterans Day Holiday

13th Deadline for departments to submit Dean’s Authority academic personnel cases and asst prof deferrals (ML)

23rd–24th Thanksgiving Holiday
Month-end
Summer 2018 curriculum plans due (JP)

**December 2017**

1st  Deadline for Spring quarter sabbatical requests (ML)

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

11th  Deadline for departments to submit *Expanded Review* academic personnel
cases (ML)

25th – 26th  *Christmas Holiday*

29th - Jan 1st  *New Year’s Holiday*

**January 2018**

Early Jan
Deadline to submit curricular/program changes to Faculty Executive
Committee – *which need Academic Senate approval* – for changes with
2018-19 effective dates (UG)

8th  Winter quarter instruction begins

Mid-month
2018-19 Temporary Sub -0 and TA budget process begins – budgets due
mid-February (JP)

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

15th  *M.L. King Holiday*

**February 2018**

Early Feb
Deadline for course changes to be included in 2018-19 General Catalog
(UG)

19th  *Presidents Day Holiday*

Mid-month
2018-19 Temporary Sub -0 and TA budget requests due (JP)

Month-end
Faculty FTE plans due (JP)
March 2018

Early March
Deadline to submit curricular/program changes to Faculty Executive Committee that need FEC approval only, for changes with 2018-19 effective dates (UG)

1st
Deadline for submitting temporary academic appointments with April 1 begin date, to College (ML)

Mid-month
Call for names/awards for Faculty Recognition Ceremony (ML)

30th  Cesar Chavez Holiday

April 2018

Early April
Master course approval deadline for Winter 2019 courses (UG)

2nd
Spring quarter instruction begins

2nd
Deadline for Fall quarter sabbatical requests (ML)

14th
Spring Insight (campus-wide open house)

May 2018

28th  Memorial Day Holiday

June 2018

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

15th
Senior Send-Off

16th
Commencement – Engineering and Sciences (subject to change)

17th
Commencement – Graduate Division (subject to change)

Mid-month
Final staffing list reconciliation (JP)

25th
Summer Session instruction begins (ends Sept 15, 2018)

30th
Deadline for faculty to submit to dept. chair for Dean’s approval Prior Approval for Compensated Outside Activities form for coming academic year (ML)
Contacts:
(ML) = Mira Lázaro
(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."