

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."