

College of Engineering 2016-17 Annual Calendar

July 2016

4 – Independence Day holiday

August

1 – Deadline for Winter quarter sabbatical requests (JB)

September

Early Sept– Master course approval deadline for Spring 2018 courses (UG)

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

5 – 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)

19 – New Student Convocation

20 – Discover Engineering (new student welcome event) (UG)

22 – Instruction begins

October

Mid-month – Summer 2017 curriculum planning begins (JP)

November

Early Nov – Master course approval deadline for Summer 2017 and Fall 2017 courses (UG)

14 – Deadline for departments to submit *Dean's Authority* academic personnel cases and asst prof deferrals (JB)

11 – Veterans Day Holiday

24-25 – Thanksgiving Holiday

Month-end – Summer 2017 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)

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

26-27 – Christmas Holiday

30-Jan 2 – New Year's Holiday

January 2017

Early Jan – Deadline to submit curricular/program changes to Faculty Executive Committee – *which need Academic Senate approval* – for changes with 2017-18 effective dates (UG)

9 – Winter quarter instruction begins

Mid-month – 2017-18 Temporary Sub -0 and TA budget process begins – budgets due mid-February (JP)

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

16 – M.L. King Holiday

February

Early Feb – Deadline for course changes to be included in 2017-18 General Catalog (UG)

20 – Presidents Day Holiday

Mid-month – 2017-18 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 2017-18 effective dates (UG)

1 – 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)

31 – Cesar Chavez Holiday

April

3 – Spring quarter instruction begins

Early April – Master course approval deadline for Winter 2018 courses (UG)

3 – Deadline for Fall quarter sabbatical requests (JB)

8 – Spring Insight (campus-wide open house)

May

29 – Memorial Day Holiday

June

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

16 – Senior Send-Off

17 – Commencement – Engineering and Sciences

18 – Commencement – Graduate Division

Mid-month – Final staffing list reconciliation (JP)

26 – Summer session instruction begins June 26, 2017 (ends Sept 16, 2017)

29 – Orientation sessions begin (UG)

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."