

CALIFORNIA STATE COLLEGE, BAKERSFIELD
 Office of the Vice President
 FACULTY INFORMATION BULLETIN
 25 June 1980

Academic Year and RPT Calendars for 1980-81

ACADEMIC CALENDAR 1980-81

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CALIF. STATE COLLEGE
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Fall Quarter 1980

September 9 (Tuesday)	NEW FACULTY MEETING, 8:30AM, DDH/GJ-102 Faculty Return to Campus
September 10 (Wednesday)	COLLEGEWIDE FACULTY MEETING, 10:AM, DDH/GJ-102.
September 15 (Monday)	Orientation
September 16-17 (Tuesday-Wednesday)	Registration
September 18 (Thursday)	Classes Begin
September 25 (Monday)	Last day to add classes; last day of late registration; last day to change between audit and letter grading
September 26 (Tuesday)	Last day to apply for fall 1980 graduation
October 8 (Wednesday)	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
October 27-November 7	Academic advising and preregistration period for continuing students
November 6 (Thursday)	Last day to withdraw from classes for a serious and compelling reason
November 11 (Tuesday)	Holiday, Veterans Day
November 27-28	Holiday, Thanksgiving
December 1 (Monday)	Last day of classes (Tuesday class schedule)
December 2-6	Examination period
December 8-January 2	Christmas vacation

Winter Quarter 1981

January 5 (Monday)	Orientation of new students and registration
January 6 (Tuesday)	Classes begin
January 13 (Tuesday)	Last day to add classes; last day of late registration; last day to change between audit and letter grading

January 15 (Thursday)	Last day to apply for winter 1981 graduation
January 26 (Monday)	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
February 9-25	Academic advising and preregistration for continuing students
February 16 (Monday)	Holiday, Washington's Birthday
February 25 (Wednesday)	Last day to withdraw from classes for a serious and compelling reason
March 17 (Tuesday)	Last day of classes (Monday class schedule)
March 18-21	Examination period
March 23-27	Spring vacation

Spring Quarter 1981

March 30 (Monday)	Orientation of new students and registration
March 31 (Tuesday)	Classes begin
April 7 (Tuesday)	Last day to add classes; last day of late registration; last day to change between audit and letter grading
April 10 (Friday)	Last day to apply for graduation for June commencement
April 20 (Monday)	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
April 27-May 6	Academic advising and preregistration period for continuing students
May 19 (Tuesday)	Last day to withdraw from classes for a serious and compelling reason
May 25 (Monday)	Holiday, Memorial Day
June 9 (Tuesday)	Last day of classes (Monday class schedule)
June 10 (Wednesday)	Last day for completion of work by master's candidates to graduate at June Commencement
June 10-13	Examination period
June 13 (Saturday)	Commencement

Summer 1981

First Session	June 22-July 31
Second Session	(June 26-last day to apply for summer graduation) August 3-August 21

RPT CALENDAR

The RPT calendar for 1980-81 is published at this time in order to provide sufficient advance notice to faculty who may be on leave next year so that they and others will have ample time to activate their files. Faculty who are on leave have the responsibility of notifying the chair of their unit committee of their intentions.

**SCHEDULE FOR SECOND YEAR FACULTY MEMBERS
REQUIRING LETTERS BY
15 December 1980**

23 September 1980, Tuesday, 5:00PM

Advertise and activate student consultation panels.

3 October 1980, Friday, 5:00PM

Last opportunity for insertion of "original files" material (including student panel evaluations) in folders by anyone other than faculty members; folders made available to all faculty being evaluated. Any material to be added to a folder after this time by anyone other than evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean, who will make a copy immediately available to the faculty member and hold it for three days before inserting it in the folder, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

9 October 1980, Thursday, 5:00PM

End of period in which faculty member has access to file and opportunity to insert "original file" material in folder.

10 October 1980, Friday, 8:00AM

Folders made available to unit committees.

17 October 1980, Friday, 5:00PM

Completion of work by unit committees. Folders made available to school committees.

24 October 1980, Friday, 5:00PM

Completion of work by school review committees. Folders sent to Vice President.

29 October 1980, Wednesday, 5:00PM

Completion of evaluation by Vice President. Files to College Review Committee.

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5 November 1980, Wednesday, 5:00PM Last opportunity for faculty or staff to request judgemental review by Faculty College Review Committee.

24 November 1980, Monday, 5:00PM Completion of work by Faculty College Review Committee; folders made available to President.

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SCHEDULE FOR FIRST YEAR FACULTY MEMBERS
REQUIRING LETTERS BY
1 March 1980

5 January 1981, Monday, 5:00PM Advertise and activate student consultation panel.

14 January 1981, Wednesday, 5:00PM Last opportunity for insertion of "original file" material (including student panel evaluations) in folders by anyone other than faculty members; folders made available to all faculty being evaluated. Any material to be added to a folder after this time by anyone other than evaluating committees and administrators and the faculty member himself is to be given to the appropriate dean, who will make a copy immediately available to the faculty member and hold it for three days before inserting it in the folder unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

19 January 1981, Monday, 5:00PM End of period during which faculty member has access to file and opportunity to insert "original file" material in folder.

20 January 1981, Tuesday, 8:00AM Folders made available to unit committees.

26 January 1981, Monday, 12:00 Noon Completion of work by unit committees. Folders made available to school committees.

30 January 1981, Friday, 5:00PM Completion of work by school review committees. Folders sent to Vice President.

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2 February 1981, Monday, 12:00Noon

Completion of evaluation by Vice President. Files sent to College Review Committee.

5 February 1981, Thursday, 12:00Noon

Last opportunity for faculty or staff to request judgemental review by Faculty College Review Committee.

9 February 1981, Monday, 5:00PM

Completion of work by Faculty College Review Committee; folders made available to President.

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SCHEDULE FOR FACULTY MEMBERS
REQUIRING LETTERS BY
1 June 1981

2 February 1981, Monday, 5:00PM

Advertise and activate student consultation panel.

17 February 1981, Tuesday, 12:00Noon

Last opportunity for insertion of "original file" material in folders by anyone other than faculty members; folders made available to all faculty being evaluated. Any material to be added to a folder after this time by anyone other than evaluation committees and administrators and the faculty member himself is to be given to the appropriate dean, who will make a copy immediately available to the faculty member and hold it for three days before inserting it in the folder, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier. Preparation of folders by dean's office personnel should be completed by this date.

23 February 1981, Monday, 12:00Noon

End of period during which faculty member has access to file and opportunity to insert "original file" material in folder.

23 February 1981, Monday, 12:00Noon

Folders made available to unit committee.

13 March 1981, Friday, 5:00PM

Completion of work by unit committees. Folders made available to school committees. (Note: Last day of classes is 17 March and spring vacation is 18-21 March).

9 April 1981, Thursday, 5:00PM

Completion of work by school committees. Folders sent to Vice President.

15 April 1981, Wednesday, 5:00PM

Completion of evaluation by Vice President. Folders made available to College Review Committee.

22 April 1981, Wednesday, 5:00PM

Last opportunity for faculty to request judgemental review by Faculty College Review Committee.

5 May 1981, Tuesday, 5:00PM

Completion of work by College Review Committee. Promotion folders made available to College Ranking Committee.

8 May 1981, Friday, 5:00PM

Completion of work by College Ranking Committee. Folders sent to President.

The tightest schedule is that for first year faculty who are reviewed during the winter quarter. This is not, however, apt to be a particularly heavy load. Since the faculty requiring letters by 1 June 1981 are the most numerous and the process most time-consuming, the activation of the student panel has been placed well into the winter quarter. The successful operation of all review processes depends in large measure on having the student review panels ready to go at as early a date as feasible. It is hoped that the panels can be activated in sufficient time to advertise in The Runner on the Thursdays following the activation dates.

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INSTRUCTIONS FOR THE RPT PROCESS

1. Note specifically all relevant material in the College Handbook: Section 308 throughout, including Subsections 1 through 10.
2. Each dean will be responsible for preparing the folders of personnel within his area. Any material that seems irrelevant is to be removed from the folder, placed in a large envelope, and returned to the faculty member involved, who will be entitled to reinsert it if he feels it is significant.

3. After the folder has been cleansed of irrelevant material, the remaining materials should be arranged in logical order, normally chronologically. The items in each folder should be numbered and identified in a table of contents placed just inside the front of the folder. This table of contents is to be augmented whenever additional items are added, with the date and initiator of such additions indicated on the materials in the table of contents. In addition, there should be included a brief history of the person being reviewed, including the date, rank, step, and area of initial appointment, at the head of the first page of the index to each folder. Leaves of absence and other special activities and appointments should be included in this summary. Included also with this brief history should be a listing, prepared by the faculty member, of all courses taught at CSB and the quarter and year in which they were taught.
4. RPT folders should include some analysis of teaching ability in addition to the SOCI's.
5. Please note that folders remain in the custody of the appropriate dean's office until completion of work by school committees and will be returned to them after the President's evaluation.
6. RPT evaluation beginning in September is for second year probationary faculty requiring letters by 15 December 1980. The evaluation beginning in January 1981 is for first year faculty requiring letters by 1 March 1981 and that beginning in February is for all faculty requiring letters by 1 June 1981.
7. Lecturers are evaluated with faculty requiring letters by 1 June 1981. Procedures for those anticipating possible change to tenure track positions include normal review by the unit committee and the dean only.
8. Since the deadline for insertion of "original file" material in the individual's folder antedates the receipt of winter SOCI's, those faculty needing evaluation letters by 1 June 1981 may, with the approval of the appropriate dean, have their winter SOCI's inserted in their folders with the understanding that, since the course grades for the winter term will not be available, the faculty member concerned will not have access to that material. Winter SOCI's will only be added with the approval of the faculty member concerned and the dean of his/her school.