CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
POLICY MANUAL

Policy on Perpetual Academic Calendar with Fall Break

DRAFTED BY: Academic Calendar Task Force—Hung Dang, Cindy Derrico, Jeanne Grier, Donna Vea, Dan Wakelee, John Yudelson

PURPOSE:
To create a Perpetual Calendar for the purposes of setting the University Academic Calendar through Spring 2030. Additionally, a fall break is introduced during the Thanksgiving week.

BACKGROUND: The Academic Calendar identifies contractual dates for faculty, starting and ending times for each semester, as well as holidays and breaks. The Faculty Affairs Office in the Division of Academic Affairs drafts the calendar based on regularly occurring guidelines from the Chancellor's Office. The Academic Senate is responsible for approving the Academic Calendar for the University. Calendar approval typically occurs two to three years prior to the Academic Year. A Perpetual Calendar takes advantage of regularly occurring dates and days of the week—there are seven yearly patterns for each fall and spring, as well as spring patterns for leap years.

This policy sets the Academic Calendar beginning the 2018-2019 Academic Year, and ends the 2029-2030 Academic Year.

The proposed calendar introduces a Fall Break during the week of Thanksgiving, when no instruction would take place. To meet the minimum instructional days, this will, in four of the seven fall patterns, extend the due date for grading to December 24th. In three of those four years the number of grading days in those specific years will be reduced yet still meet the minimum requirements specified in HR 2015-13. This also creates a one-day fall orientation in one of the seven patterns.

POLICY:
Accountability:
Faculty Affairs, Academic Affairs

Applicability:
Applies to all campus entities. Subject to change based on communication from the CSU Chancellor's Office.

Definition(s):
See Attached

Policy on Perpetual Academic Calendar with Fall Break

Policy Text:
See attached "Perpetual Calendar"

EXHIBIT(S):
Attached: HR 2015-13; Perpetual Calendar Principles

PERPETUAL CALENDAR

FALL OPTION 2

Fall Semester

		August	September	October	November	December
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Legend

- **START WEEK & 1st DAY**
- **HOLIDAY**
- **FALL BREAK**
- **FINALS GRADE DAYS & DUE DAY**

PERPETUAL CALENDAR

Spring-- Normal Years

2023 A

January

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Legend

- **START WEEK & 1st DAY** (green / yellow)
- **HOLIDAY** (cyan)
- **SPRING BREAK** (magenta)
- **FINALS** (yellow)
- **GRAD** (pink)
- **GRADES DUE** (orange)

PERPETUAL CALENDAR

Spring-- Leap Years

	January	February	March	April	May

2024 — A

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Legend

- **START WEEK**
- **1st DAY**
- **HOLIDAY**
- **SPRING BREAK**
- **FINALS**
- **GRAD**
- **GRADES DUE**

The California State University
SYSTEMWIDE HUMAN RESOURCES

Date: December 8, 2015

To: CSU Presidents

From: Loren J. Blanchard   Lori Lamb
               Executive Vice Chancellor for   Vice Chancellor
               Academic and Student Affairs   Human Resources

Subject: <u>**2016/2017 Academic Pay Period Certification and Enrollment Planning and Reporting Calendars**</u>

Colleagues:

We are pleased to forward you information regarding the 2016/2017 Academic Calendar and Pay Period Certification process and Enrollment Planning and Reporting Calendar. We encourage campuses to review the attached policy.

The HR memorandum (HR 2015-13) that will be distributed to AVPs/Deans of Faculty Affairs, Campus Vice Presidents, Human Resources Officers, and Payroll Managers is attached.

Please let us know if you have any questions or concerns.

Warm regards,

Loren and Lori

Distribution:

AVPs/Deans of Faculty Affairs	Employee Relations Designees
All Campus Vice Presidents	Affirmative Action Officers
Human Resources Officers	Business Managers
Payroll Managers	Auxiliary Organizations

| Date: | December 8, 2015 | Code: | HR 2015-13 |

To: CSU Presidents

Subject: **2016/2017 Academic Pay Period Certification and Enrollment Planning and Reporting Calendars**

Summary
Annually, each campus must establish and submit its Academic Calendar and Pay Period Certification, within the specified guidelines. The information is to be submitted electronically through a web-based Academic Calendar reporting system to Systemwide Human Resources Management (HRM) at the Chancellor's Office for approval.

The audience identified below should review the remainder of the technical letter in its entirety.

Audience:
Employees responsible for Academic Administration (e.g., Academic Calendar and Pay Period Certification, Retirement, Benefits and YRO Implementation, Norms and Definitions, Enrollment Planning and Reporting, and Academic Calendar Database Technical Support)

Action Item(s):
Academic Calendar Pay Period Certification due by **January 29, 2016**.

Affected Employee Groups/Units:
Employees in Academic Year Classifications

2016/2017 Academic Pay Period Certification Process & Guidelines
In accordance with Title 5, Section 42800, each campus must submit its Academic Calendar and Pay Period Certification in order to establish the 2016/2017 Academic Calendar. **The Academic Calendar and Pay Period Certification process and Enrollment Planning and Reporting Calendar will be completed electronically through a web-based Academic Calendar reporting system.** Campuses have been provided user identification, passwords, and user guide information to access and update their campus' Academic Calendar Database for 2016/17. The Academic Calendar Database report should be submitted via the database reporting system to Systemwide Human Resources Management (HRM) (attn: aycalendars@calstate.edu) by **January 29, 2016**. Systemwide HRM will notify the campus when the calendar has been approved, and the campus should then submit a hard copy of the calendar signed by the President.

The Academic Calendar Database as well as a user guide for the reporting system can be accessed through the following link: https://csyou.calstate.edu/Tools/academic-affairs/acal/Pages/default.aspx.
Chancellor's Office Enterprise Systems has loaded enrollment planning, academic events, and pay period certification information into the Academic Calendar Database based upon campus information received for the 2015/16 academic year. This information will be used to help establish campus academic calendars for 2016/17. The output of this system will vary depending on whether the campus is a semester, quarter, or quarter system year round operation (QSYRO) campus (see Attachment 1). Three additional future years have been added to the database to enable campuses to use the system for multi-year planning (e.g., 2017/18, 2018/19, and 2019/20). **Note, however, that future year calendars cannot be approved in advance.**

Distribution:

AVPs/Deans of Faculty Affairs	Employee Relations Designees
All Campus Vice Presidents	Affirmative Action Officers
Human Resources Officers	Business Managers
Payroll Managers	Auxiliary Organizations

The Department of Finance (DOF) establishes the beginning and ending state pay period dates. Campuses should reference these dates when establishing their academic calendars. Information on the beginning and ending state pay period dates for each calendar year are available through the following website maintained by the DOF: http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap8500/8512.pdf.

While the pay day for any given academic pay period is the same as the pay day for the corresponding state pay period and cannot be changed by the campus, the beginning date for the first pay period and the ending date for the last pay period of an academic term must conform to the beginning and ending dates of the academic term. The initial pay period of both the fall and spring terms may include up to **45** calendar days. As a result, the earliest permissible start date for the first pay period of the fall term is Wednesday, **August 17, 2016** (for the September 2016 pay period), and the earliest permissible start date for the spring term is Monday, **January 16, 2017** (for the February 2017 pay period).

Campuses should be aware that moving the first pay period of the spring term from February to January or from January to February will impact employee benefits. Campuses considering such a change should discuss the impact with Systemwide HRM.

Please note that summer term academic work days cannot overlap with the 2015/2016 spring term or 2016/2017 fall term. Likewise, there can be no overlap between any other academic terms including winter special sessions. As a reminder, employees cannot be paid in advance for work not yet accomplished.

It is essential that the calendars, academic work days, and pay period inclusive dates be reviewed for accuracy and that designated work days be compatible with established norms and definitions. These Academic Calendar Norms and Definitions are described in Attachment 2. Human Resources Officers and Payroll Managers are familiar with calendar requirements, and we urge that these individuals be included in the review process and receive copies of the completed calendar. Effective dates and work dates supplied by the campus are programmed into the state payroll system by the State Controller's Office (SCO). If changes to an academic calendar are needed after the initial certification and programming have been completed by Systemwide HRM and the SCO, Systemwide HRM must be notified immediately. Proposed adjustments are not final and cannot be implemented by your campus until Systemwide HRM has approved the adjustments for re-programming into the payroll system by the SCO. Changes that occur after the initial programming effort may cause delays in issuing faculty salary payments. Please be advised that the State Controller cannot make retroactive changes for payrolls already processed.

For accreditation purposes, the Western Association of Schools and Colleges defines a semester as 17 full weeks with at least 15 full weeks of academic class work or its equivalent in effort; a quarter is approximately 11 weeks, with 10 full weeks of academic class work. The Secretary of Education has defined "instructional time" as a period that includes examination periods and preparation for examinations. Therefore, campuses that use CSU minima for instructional days and examinations will be in compliance with Federal Title IV financial aid regulations.

Academic calendar information is also used to generate the Enrollment Planning and Reporting (EP&R) Calendar, which is generated from the "Classes Begin" and "Starting/Ending Cutoff" dates that campuses enter in the Academic Calendar Database. Campuses will be asked to review the generated EP&R calendar to ensure the correct reporting dates have been entered. Pursuant to coded memo HR/Salary 2013-07, summer term employment dates should be entered only in the enrollment related fields in the Academic Calendar Database application.

Faculty who may be considering retirement at the close of the 2016/2017 academic year should be advised to coordinate their official retirement date with CalPERS and the campus, and should be alerted to a potential issue that may affect service credit toward retirement. One year of service credit is earned for 10 pay periods of service during a fiscal year. Those on leaves of absence without pay during July and August 2016 must complete 10 full pay periods on payroll status after their return in September in order to earn a full year of service credit for the 2016/2017

academic year. Those who may be affected should be reminded to schedule their retirements on or after July 1, 2017, rather than for the day following the close of the 2016/2017 academic year.

Please direct any questions you may have concerning information contained in this letter as follows:

Effect of Academic Calendar on Retirement and Benefits, YRO Implementation
Margaret Merryfield, Human Resources/Academic Human Resources   (562) 951-4503

Academic Calendar Norms and Definitions
Christine Mallon, Academic Affairs/ Academic Programs and Policy   (562) 951-4672

Academic Calendar and Pay Period Certification (Form SC-47)
Valerie Kerbs, Human Resources/ Human Resources Management   (562) 951-4420

Enrollment Planning and Reporting Calendar
Monica Malhotra, Academic Affairs/Analytic Studies   (562) 951-4763

Academic Calendar Database Technical Support, User Manual, and Campus User Names/Passwords
IT Support Center   itsupportcenter@calstate.edu

- o For new or updated account requests, campus contacts need to fill out the Academic Calendar Account Request Form located on Academic Affairs Academic Calendar Database website and submit the form through Service Now for processing. If you need assistance, an ACAL Account Request Procedure Manual is also posted on the website.
- o For technical questions/issues, campus contacts need to fill out a Service Now ticket by calling the ITS Support Center at (562) 951-8500 or by accessing the Service Now function through the CSU Portal.

This letter is also available via Systemwide Human Resources Management's Web page at: http://www.calstate.edu/HRAdm/memos.shtml. Thank you.

LB/LL/mm/vk

Attachments

ACADEMIC CALENDAR
FORM DESCRIPTIONS

Form SC47 Academic Calendar and Pay Period Certification

Form SC47 identifies campuses on a semester, quarter, or quarter system year round operation (QSYRO) as follows:

> **Semester** campuses complete **SC47-1** only
>
> **Quarter** campuses complete **SC47-2** only
>
> **QSYRO** campuses complete **SC47-2 and SC47(A)***
>
> **CMA** completes **SC47-1 and Cruise1 and Cruise2 (as needed)**

The web-based Academic Calendar reporting system will generate the appropriate completed forms based on data entered by the campus into the Academic Calendar electronic database.

* Form SC47(A) is a pay period calendar for QSYRO campuses that appoint instructional faculty for extra pay to classes 2368 (Extra Quarter Assignment), and/or 2390 (Summer Quarter Assignment).

ACADEMIC CALENDAR
NORMS AND DEFINITIONS

To provide for the orderly development of campus academic calendars that are responsive to local needs and are basically consistent throughout the system, the Chancellor's Executive Council has adopted a number of norms and definitions. These are to be used in developing all academic calendars. The basic principle governing academic calendars throughout the system is that differences from campus to campus should be rationally based. They should not simply be chance occurrences.

NORMS:

Typical Year - The typical academic year shall consist of 147 instructional days, or the equivalent in effort. From year to year and from campus to campus, a variation of plus or minus two days is permissible.

Minimum Work Days - There shall be a minimum of 170 academic work days, or the equivalent in effort, in the academic year.

Maximum Work Days - The work year of an academic year employee shall not exceed 180 workdays, pursuant to the California Faculty Association Collective Bargaining Agreement (Provision 20.4).

DEFINITIONS:

Instructional Day - Any Monday through Friday during regular academic terms when class meetings are scheduled on a regular and extensive basis for the purpose of instruction. During a summer term that satisfies the criteria to be equivalent to a full semester, designation of a Saturday as an instructional day will be approved by exception only.

Weekend Work Day - Any Saturday or Sunday that is within the period of instruction for a term and that is counted as an Academic Work Day.

Examination Day - Any day that is set aside for the exclusive purpose of administering final examinations for the term. When comparing campus calendars, institutions which integrate all or part of examination activity with regular instruction will be presumed to have four examination days per term. <u>EIGHT (8) DAYS MAXIMUM MAY BE SCHEDULED.</u>

Registration Day - Any day during the academic year during which faculty members are on duty for the purpose of advising, orientation, course enrollment, and similar activities. For purposes of counting work days, registration days which are also instruction or examination days will not be included a second time.

"Other Day" - Any day during the academic year when faculty members are on duty for such purposes as faculty and departmental conferences, committee meetings, faculty development activities, etc.

Grades Due Days - Any day(s) prior to or at the close of the term that is designated specifically for the purpose of turning in final grades. This day must be included when computing total academic work days. Campuses that schedule grades due over several dates may count up to <u>two (2) days per semester or one (1) day per quarter</u> as academic work days. One day is preferred.

Evaluation Day - Days that are set aside for the reading of examinations and papers and for submission of final grades. A maximum of <u>one (1) day per term</u> may be scheduled.

Commencement - Any day set aside for graduation ceremonies. Commencement is counted as an academic

work day only if faculty participation is expected and normal, and if the day is not otherwise credited as an academic day. Campuses with school commencements extending over several days may count only one (1) day in computing total academic work days.

Academic Work Days - The total of all of the above that occur between the beginning and ending dates of the academic year.

Academic Holiday - Any day (Monday through Friday) occurring between the beginning and ending of the academic year that is so designated by the President. Except by special arrangement, faculty members are not expected to be on duty during academic holidays.

Faculty Vacation - The period from the end of one academic year to the beginning of the next, when all continuing academic year faculty members are on vacation status, except for those scheduled to teach in summer term or for those on duty by other special arrangement. For faculty members taking a quarter off in exchange for summer quarter teaching, the period extends from the end of the quarter preceding the quarter taken off to the beginning of the quarter succeeding the quarter taken off.

Starting/Ending Cutoff Dates - Dates between which the census date for a term must fall, for purposes of the Enrollment Planning and Reporting Calendar. When a census date falls between the starting cutoff date and the ending cutoff date for a term, the enrollment data collected "at census" are attributed to that term, and reporting deadlines for that term are applicable to the data. *Note: The actual starting date for a term may precede or follow the starting cutoff date; the census date always follows the starting cutoff date.* For all campuses, the starting cutoff date for a summer term is June 1, the ending cutoff date for a summer term is August 31, the starting cutoff date for a fall term is September 1, and the ending cutoff date for a spring term is May 31. A campus may set the other cutoff dates – those that distinguish between fall and spring terms or between fall and winter terms and winter and spring terms. The ending cutoff date for a term must be the day before the starting cutoff date for the next term. Once set, the cutoff dates are considered permanent.

PERPETUAL CALENDAR PRINCIPLES

CSU SYSTEM & STATE MANDATES:
1. Must have between 145-149 Instructional Days
2. Minimum of 170 and maximum of 180 Academic Work Days
3. Initial pay period for academic year employees cannot exceed 45 workdays
4. Conform to HR 2015-13 Attachment 2: Academic Calendar Norms and Definitions
5. CI is considered by the State as an academic year campus that offers a summer session

FALL SEMESTER:
1. Must have two full grading and evaluation days in December prior to the 24th and excluding Sundays.
2. Finals Week must be held during a full week (M-F) prior to the two full grading and evaluation days.
3. Thanksgiving Holiday/Fall Break is held the week in which the fourth Thursday occurs.
4. Veterans Day is November 11th, which on Saturdays is taken on Friday and on Sunday is taken on Monday.
5. Labor Day is always the 1st Monday in September.
6. Count back 15 weeks of instruction excluding Finals Week and the week for Thanksgiving Break.
7. Cannot begin earlier than August 17th per CA Department of Finance in most years.
8. The days for Advising, Meetings, etc. are in the week prior to the first week of instruction.

SPRING SEMESTER:
1. First day of instruction is the Tuesday following Martin Luther King Day Holiday or the following Monday if the holiday is prior to the first available start date due to the initial pay period rules.
2. The mid-semester break is at Week #09 after eight weeks of instruction.
3. Finals Week is after an additional seven weeks of instruction beyond the mid-semester break.
4. Graduation is held on the Saturday at the end of Finals Week.
5. The days for Advising, Meetings, etc. are in the week prior to the first week of instruction.