

THE CALIFORNIA STATE UNIVERSITY  
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Date: March 16, 2005

Code: HR 2005-12

To: CSU Presidents

From: Jackie R. McClain  
Vice Chancellor  
Human Resources



Dr. David S. Spence  
Executive Vice Chancellor and  
Chief Academic Officer



Subject: **2005/2006 ACADEMIC CALENDAR, CAMPUS CALENDAR, AND PAY PERIOD CERTIFICATION**

In accordance with Title 5, Section 42800, submission of the Academic Calendar and Pay Period Certification is necessary to establish the 2005/2006 academic calendar. **The Academic Calendar and Pay Period Certification process, Campus Calendar, and Enrollment Planning and Reporting Calendars will be completed electronically through a web-based Academic Calendar reporting system.** Campuses have been provided user identification, password and user guide information to access and update their campus' academic calendar database for 2005/06. The database will be available for campus input beginning March 21, 2005. The Academic and Campus Calendar database report should be emailed to systemwide Human Resources Administration (attn: [aycalendars@calstate.edu](mailto:aycalendars@calstate.edu)) by **June 1, 2005**. **Campuses with a June 2005 pay period in the 2005/06 academic calendar are requested to return their completed documents by April 29, 2005.** Systemwide Human Resources 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 Department of Finance (DOF) establishes the beginning and ending state pay period dates. Campuses will need to 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://sam.dgs.ca.gov/TOC/8500/8512.htm>.

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**Distribution:**

Vice Presidents, Academic Affairs  
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Human Resources Directors  
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While the pay day for any given academic pay period is the same as for the corresponding state pay period, the beginning and ending dates for the pay period may differ since they 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. Therefore, the earliest possible start dates are Wednesday, August 17, 2005 for the fall (for September 2005 pay period), and Monday, January 16, 2006 for the spring (February 2006 pay period). For campuses submitting calendars with a state-supported summer term, the earliest possible start date for the June 2005 pay period is Tuesday, May 17, 2005. However, note that summer term academic work days cannot overlap with the 2004/2005 spring term or 2005/2006 fall term. Likewise, there can be no overlap between any other academic terms. As a reminder, employees cannot be paid in advance for work not yet accomplished.

Semester campuses with a compressed summer term must ensure that scheduling provides instruction equivalent to what is provided for equal credit in a fall or spring semester conforming to CSU norms. Compressed terms have implications for faculty assignments: please see Attachment 2. It is important to note that collective bargaining requirements for summer year round operation (YRO) must be coordinated with systemwide Human Resources. Campuses contemplating year round operations in the future are encouraged to submit calendar model drafts for review well in advance. The draft calendars should include the year round pay periods, as well as the summer term assignment calendar.

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 Directors and Payroll Managers are familiar with the calendars, 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. Changes that occur after the initial programming effort may cause delays in issuing faculty salary payments. If changes to the calendar are necessary, however, 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. In addition, 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.

The Campus Calendar is a compilation of dates distributed to high school and community college counselors and educators so that prospective students and their counselors are aware of important CSU campus dates and events. The Calendar is generated from data available from the Academic Calendar plus one additional event, the registration period for each term, that is provided by the Directors of Admission and Records.

The Enrollment Planning and Reporting (EP&R) Calendar will be generated from Academic Calendar dates entered by the campus, specifically Classes Begin and Starting/Ending Cutoff dates. Campuses will be asked to review the generated EP&R calendar to ensure accurate reporting dates have been generated

Campuses must use the Academic Calendar Database, which is a web-based reporting system, to submit their academic calendar. This database, as well as a user guide for the reporting system, can be reached through the following link:

[http://www.calstate.edu/cim/Academic\\_Calendar/Academic\\_Calendar\\_Menu.shtml](http://www.calstate.edu/cim/Academic_Calendar/Academic_Calendar_Menu.shtml)

Chancellor's Office Information Technology Services (CITS) has loaded enrollment planning, academic events, and pay period certification information into the academic calendar database based upon campus information received for the 2004/05 academic year. This information will be used to help establish campus calendars for 2005/06. The output of this system will vary depending on whether the campus is a semester, quarter, quarter system year round operation (QSYRO), or semester year round operation (SYRO) campus (see Attachment 1).

Faculty who may be considering retirement at the close of the 2005/2006 academic year should be alerted to coordinate their official retirement date with the retirement system and the campus. 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 2005 must, after their return in September, complete 10 full pay periods on payroll status to earn a full year of service credit for the 2005/2006 academic year. Those who may be affected should be reminded to schedule their retirements on or after July 1, 2006, rather than the day following the close of the 2005/2006 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**

Cordelia Ontiveros, Human Resources/ Academic Human Resources (562) 951-4503

**Academic Calendar Norms and Definitions**

Jolayne Service, Academic Affairs/ Academic Program Planning (562) 951-4723

**Academic Calendar and Pay Period Certification (Form SC-47)**

Theresa Hines, Human Resources/ Human Resources Administration (562) 951-4412

**Campus Calendar Definitions and Purpose**

Tarita Varner, Academic Affairs/Student Academic Support (562) 951-4732

**Enrollment Planning and Reporting Calendar**

Nicole Ramirez, Academic Affairs/Analytic Studies (562) 951-4728

**Academic Calendar Database Technical Support, User Manual, and Campus User Names/Passwords**

Ron Basich, Chancellor's Office Information Technology Services

(562) 951-4276

Sokha Such, CITS (via e-mail only)

[ssuch@calstate.edu](mailto:ssuch@calstate.edu)

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

JRMcC/DSS/kr

Attachments

## ACADEMIC CALENDAR FORM DESCRIPTIONS

### Form SC47 Academic Calendar and Pay Period Certification

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

**Semester** campuses complete **SC47-1** only

**SYRO** campuses complete **SC47-2 and SC47(B)** \*\*

**Quarter** campuses complete **SC47-2** only

**QSYRO** campuses complete **SC47-2 and SC47(A)** \*

**CMA** completes **SC47-1 and SC47(CMA)**

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), 2367 (Designated Discipline, Extra Quarter Assignment), 2389 (Designated Discipline, Summer Quarter Assignment) and/or 2390 (Summer Quarter Assignment).

\*\* Form SC47(B) is a pay period calendar for SYRO campuses that appoint faculty for extra pay to class codes 2160 (Instructional Faculty), 2282 (Department Chair) and 2158 (Lecturer) for their Summer Term assignment. These class codes are designated as summer term for extra pay and theayscale rates established for these classifications are different from their 2360, 2382 and 2358 counterparts. Additionally, this calendar is restricted to the summer months – June, July and August. **Currently, these class codes are available for the Humboldt and Sacramento campuses only.**

## 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).

**Summer Terms and Year Round Operations** – Semester campuses may have a compressed summer term. If the summer term is to be considered equivalent to a full semester, which can be used in lieu of fall or spring for a faculty member's academic year, then the maximum ratio of semester days to summer term days is 1.25. This assumes 125% effort during the entire summer term. The number of summer term days, multiplied by 1.25, plus the number of fall or spring days, must be no less than the 147 instructional-day and 170 academic-work-day norms described above. For example, the minimum number of summer term instructional days typically would be 74 divided by 1.25 = 59 (approximately 12 weeks of instruction). The minimum number of summer term academic work days typically would be 85 divided by 1.25 = 68. These minima represent the equivalent of a full semester, assuming 125% effort during the entire summer term. These minima may require that the spring semester start earlier than usual and/or that the fall term start later than usual. If the summer term is shorter than these minima, then it cannot be used as part of a faculty member's academic year, nor can the faculty appointment be equivalent to a full-time semester appointment. The faculty member may work only for extra pay.

Example:

Fall Semester = 85 academic work days and 75 instructional days  
Spring Semester = 85 academic work days and 74 instructional days  
Summer Term = 68 academic work days and 60 instructional days

Possible academic year assignment of Fall and Spring, or Summer and Fall, or Spring and Summer, and total days:

Total Academic Work Days (minimum = 170)

$$\text{Fall} + \text{Spring} = 85 + 85 = 170$$

$$(\text{Summer} \times 1.25) + \text{Fall} = (68 \times 1.25) + 85 = 170$$

$$(\text{Summer} \times 1.25) + \text{Spring} = (68 \times 1.25) + 85 = 170$$

Total Instructional Days (norm = 147)

$$\text{Fall} + \text{Spring} = 75 + 74 = 149$$

$$(\text{Summer} \times 1.25) + \text{Fall} = (60 \times 1.25) + 75 = 150$$

$$(\text{Summer} \times 1.25) + \text{Spring} = (60 \times 1.25) + 74 = 149$$

#### **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. 8 DAYS MAXIMUM MAY BE SCHEDULED.

**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 two days per semester or one day per quarter 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 one day per term 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 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.