



CAL POLY

2022-2023 Calendar Faculty Assignments by Department (FAD)

Event		Assigned To	Summer '22	Fall '22	Winter '23	Spring '23
1.	Day 1 - Classes begin		Mon., 6/20/22	Mon., 9/19/22	Mon., 1/9/23	Mon., 4/3/23
2.	Day 8 - Registration closes; last day to add/drop a class		Wed., 6/29/22	Wed., 9/28/22	Thur., 1/19/23	Wed., 4/12/23
3.	Reporting phase complete (15-Day Census) Course assignments are complete 15th instructional day	University Scheduling	Mon., 7/11/22	Fri., 10/7/22	Mon., 1/30/23	Fri., 4/21/23
4.	Begin generating course error listings; identify and communicate issues to colleges and University Scheduling	IR	Tues., 7/12/22	Mon., 10/10/22	Tues., 1/31/23	Mon., 4/24/23
5.	107-A, 107-B, 107-C, and AP101 forms due at Deans' offices	Departments	Thur., 7/14/22	Wed., 10/12/22	Thur., 2/2/23	Wed., 4/26/23
6.	Faculty assignments entered in PS Term Workload, 107-A, 107-B, 107-C, and AP101 forms (includes Volunteer Assignments and Release Time for Dept. Chairs [107-A forms])	Colleges Academic Personnel	Mon., 7/18/22	Mon., 10/17/22	Mon., 2/6/23	Mon., 5/1/23
7.	Begin generating faculty error listings; identify and communicate issues to colleges and Academic Personnel	IR	Tues., 7/19/22	Tues., 10/18/22	Tues., 2/7/23	Wed., 5/3/23
8.	NEW – “Raw” FAD to Deans’ offices via e-mail FAD verification begins	IR	Thur., 7/21/22	Thur., 10/20/22	Thur., 2/9/23	Thur., 5/4/23
9.	Last day to notify University Scheduling of course changes – 28 th day of instruction Initial FAD to Deans' offices via e-mail FAD verification continues	Departments/Colleges IR	Wed., 7/27/22	Wed., 10/26/22	Thur., 2/16/23	Wed., 5/10/23
10.	ERSS reporting date (Final Census Date)	IR/CO	Fri., 10/7/22	Fri., 10/28/22	Tues., 2/21/23	Fri., 5/12/23
11.	Preliminary FAD to Deans' offices via e-mail FAD verification continues	IR	Tues., 10/18/22	Mon., 11/7/22	Wed., 3/1/23	Mon., 5/22/23
12.	FAD verification complete Last day to notify University Scheduling of faculty assignment changes	Colleges	Tues., 10/25/22	Mon., 11/14/22	Wed., 3/8/23	Mon., 5/29/23
13.	Course and faculty files due at the Chancellor’s Office Final FAD to Deans’ offices via e-mail	IR	Fri., 11/18/22	Fri., 11/18/22	Tues., 3/14/23	Mon., 6/5/23