



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT --  
ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, California 94607-5200

July 26, 2010

EXECUTIVE VICE CHANCELLORS

Dear Colleagues,

As you know, the Provost has the authority to approve the campus academic and administrative calendars proposed by the Chancellors per DA 0556, the Delegation of Authority—Approval of University Calendar<sup>1</sup>. This includes the authority to approve, when justified, exceptions to the Guidelines for Establishing the Academic and Administrative Calendars.<sup>2</sup> The Guidelines use the term “days of instruction,” but do not provide a definition, only treating them separately from the days scheduled for final examinations.

Last fall I asked the Academic Senate to consider if a specific definition of the term “instructional day” was needed. As you recall, there have been a number of issues raised over the past year related to the academic calendar, such as (1) residence hall move-in dates; (2) the overall length of the instructional calendar; (3) furloughs; (4) calendar alignment to further cross-campus instruction; and (5) the need for a reading/review period prior to final exams.

UCEP has concluded that “attempting to define the term too specifically might impose restrictions that would be inappropriate or undesirable for some situations.” And that “it was thought to be better to leave that interpretation to the appropriate administrative and Senate bodies when the occasion arises . . .”

I concur with their opinion, and will continue to consider revisions to approved calendars for individual circumstances that arise on a campus, in consultation with the divisional Academic Senate and the Chancellor.

Sincerely,



Lawrence H. Pitts  
Provost and Executive Vice President  
Academic Affairs

cc: Academic Council Chair Powell  
Vice Provost Carlson  
Vice Provost Greenstein

<sup>1</sup> <http://www.ucop.edu/ucophome/coordrev/da/da0556.html>

<sup>2</sup> <http://www.ucop.edu/ucophome/coordrev/da/da0556guide.pdf>



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ACADEMIC COUNCIL CHAIR POWELL

Dear Harry,

Thank you for the Senate's consideration of whether or not the Guidelines for Establishing the Academic and Administrative Calendars<sup>1</sup> would benefit from a specific definition of the term "instructional day." The Guidelines use the term "days of instruction," but do not provide a definition, only treating them separately from the days scheduled for final examinations.

As you will see in the attached letter to the Executive Vice Chancellors, I agree with UCEP's conclusions the guidelines do not require revision at this time, and I will continue to consider revisions to approved calendars for individual circumstances that arise on a campus, in consultation with the divisional Academic Senate and the Chancellor.

Sincerely,



Lawrence H. Pitts  
Provost and Executive Vice President  
Academic Affairs

Enclosure

cc: Vice Provost Carlson  
Vice Provost Greenstein

<sup>1</sup> <http://www.ucop.edu/ucophome/coordrev/da/da0556guide.pdf>