Notes	DUE DATE	CATEGORY	TASKS	RESPONSIBLE
	Wednesday, August 14, 2019	**DCC**	**Department Chair Training Day (Wednesday Before School Starts)**	DCC Co-Chairs
	Thursday, August 15, 2019	**Prof. Dev.**	**Adjunct/New Faculty Orientation** **District-Designated Activities Day**	Human Resources/ Academic Affairs
	Friday, August 16, 2019	**Grades**	**Summer 2019 Final Grade Rosters Due by 11:59 p.m.**	Dean, A&R
	Friday, August 16, 2019	**Prof. Dev.**	**Professional Development Activity (PDA) Day – Institutional Day** **(Mandatory attendance for regular faculty)**	Human Resources
	Monday, August 19, 2019	**Scheduling**	Spring Hourly Assignment Query to be sent out via District email (August 19-23) (Deadline for faculty to respond is 14 calendar days after query email is sent out)	DCs
	Monday, August 19, 2019	**Scheduling**	**Reminder to post Length of Service List to AFA Website.**	VPAA
	Monday, August 19, 2019	**Scheduling**	**Fall Classes begin**	
	Friday, August 23, 2019	**Scheduling**	**Deadline for Faculty to Request Load Banking for Fall 2019**	
	Friday, August 23, 2019	**IELM**	**IELM – Deadline for Deans to rank IELM cluster requests.**	Deans
	Friday, August 23, 2019	**Prof. Dev.**	**New Faculty Orientation – Part 2**	Human Resources/ Academic Affairs
	Monday, August 26, 2019	**Curriculum**	**Curriculum – First Fall Curriculum Review Committee (CRC) meeting**	Dean of Curriculum
On or before	**Friday, August 30, 2019**	**Staffing**	Faculty Staffing Committee (FSC) SA's prepare tentative ranking of faculty staffing requests from their cluster to report out to AAC.	FSC
	Friday, August 30, 2019	**Scheduling**	**Scheduling – Proof 1 Spring 2020 due from Chairs to Supervising Administrator**	DCs SAs
1st Tuesday of Every Month	**Tuesday, September 03, 2019**	**DCC**	**DCC Meeting**	DCC Co-Chairs
	Thursday, September 05, 2019	**Scheduling**	Scheduling - Proof 1 Summer 2020 and Fall 2020 distributed • Communicate Enrollment Management strategy	Scheduling VPAA
	Thursday, September 05, 2019	**Scheduling**	**Scheduling – Proof 1 Spring 2020 due from Supervising Administrator to Scheduling**	SAs
On or before	**Friday, September 06, 2019**	**Staffing**	Deadline for submitting Ranked Lists and Narrative Summaries from the SA's to the Sr. Dean of Career Education/Economic Development (Sr. Dean CE/ED) no later than 5pm (no exceptions).	SAs
	Friday, September 06, 2019	**Evaluations**	Evaluations – Regular Faculty only Deadline for Regular faculty evaluees to request a non-department peer evaluator (mandatory deadline). Evaluations – Regular and Adjunct Peer observers are assigned from department's rotation list. Dept. Chair informs evaluees. Each evaluee has one opportunity to reject the assigned peer.	DCs
	Friday, September 06, 2019	**Scheduling**	**Notification of Length of Service Lists Posted on AFA Website**	VPAA
	Monday, September 09, 2019	**Staffing**	The Sr. Dean CE/ED will distribute NS, Ranked Cluster Lists, and PRPP links, to the members of the FSC.	
	Monday, September 09, 2019	**Census**	**CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM**	Dean, A&R

	Friday, September 13, 2019	**Evaluations**	**Evaluations - Adjunct and Regular:** • Dept. Chair assigns alternate peer (next name on rotation list) for any evaluee who rejected initial peer assigned. • Dept. Chair and SA consult and deliberate to determine if DC or SA will choose to observe any of them. • DC notifies evaluees via District email of their evaluation team members (except non-dept. peer request), including who will observe. • DC and SA determine if classified staff input is desired for any evaluations and plan to distribute TREG approved feedback forms. **Mandatory Deadline - Tenure Review**: Evaluee Self-Assessment Report, course syllabi and schedules due to supervising admins (mandatory deadline)	DCs SAs
	Friday, September 13, 2019	**Staffing**	Faculty Staffing: Faculty Staffing Committee meets with Vice Presidents of: Academic Affairs, Finance and Administrative Services and Student Services to provide organizational perspectives and highlight District-wide needs. Faculty Staffing Committee meets to finalize process and set rubric for prioritizing staffing requests.	VPs, FSC
3rd Tuesday of Every Month	**Tuesday, September 17, 2019**	**DCC/IM**	**Department Chair Council and Instructional Managers (DCC/IM) Meeting** FSC reviews Faculty Staffing process at first DCC/IM meeting	VPAA, DCC Co-Chairs
On or before	**Thursday, September 19, 2019**	**Course Fees**	New and Revised Course Fees for Spring 2020 Due – New and Revised Course Fees Form	SAs DCs
By	**Friday, September 20, 2019**	**Evaluations**	**Mandatory Deadline - Evaluations – Regular and Adjunct** • Dean, Curriculum coordinates the selection of non-department peers (regular faculty evals only) and notifies evaluees and members of the evaluation teams. • Evaluee course syllabi, schedules and Self- Assessment Report (regular faculty only; mandatory deadline) due to department chair • SAs provide to Dean, Liberal Arts & Sciences (Adjunct)/Dean, Curriculum (Regular) a list of department peers and other team members who will conduct observations for each evaluee. • **Evaluations – Tenure Review** • **Tenure Review teams meet to organize the TR activities required (see TR Timelines)**	Dean, LAS, Dean, Curriculum, SAs, DCs
September 20-23	**Friday, September 20, 2019**	**Scheduling**	**Scheduling – Proof #1 Spring 2020 FTEF review**	VPAA Senior Deans
	Monday, September 23, 2019	**Staffing**	Faculty Staffing: Faculty Staffing Committee forwards a confidential list of ranked recommendations to the Vice President of Academic Affairs (VPAA) and to the Superintendent/President.	
	Tuesday, September 24, 2019	**Scheduling**	**Scheduling - Proof 2 Spring 2020 distributed**	Scheduling
	Friday, September 27, 2019	**Evaluations**	**Evaluations – Regular and Adjunct** • DC sends copies of syllabi, schedules and regular faculty Self-Assessment Reports to peer observers and SA (District email preferred) • Observations with student evaluations are carried out (6-week period) • Student evaluations are summarized	DCs SAs

On or before	**Monday, September 30, 2019**	**Staffing**	Action taken by the District's Superintendent/President on the recommendations is distributed to college community by the VPAA. Supervising Administrators (SAs) complete a NEOGOV requisition for approved positions. Hiring committees should be formed and the Human Resources Department should be contacted as soon as possible to develop a job announcement and to begin the recruitment process.	
On or before	**Tuesday, October 01, 2019**	**Scheduling**	**Summer Hourly Assignment Query to be sent out via District email** (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	DCs
1st Tuesday of Every Month	**Tuesday, October 01, 2019**	**DCC**	**DCC Meeting**	DCC Co-Chairs
On or before	**Monday, October 07, 2019**	**Staffing**	Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date.	
	Tuesday, October 08, 2019	**IELM**	**IELM –Budget Transfer into Departmental Accounts**	LRET
	Tuesday, October 08, 2019	**Scheduling**	**Scheduling – Proof 2 Spring 2020 due from Chairs to Supervising Administrators**	DCs
	Monday, October 14, 2019	**Software**	Instructional Software Requests Spring 2020 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	DCs
	Monday, October 14, 2019	**Scheduling**	**Scheduling – Proof 2 Spring 2020 due from Supervising Administrators to Scheduling**	SAs
3rd Tuesday of Every Month	**Tuesday, October 15, 2019**	**DCC/IM**	**DCC-IM Meeting**	VPAA, DCC Co-Chairs
Monday, October 21 – Sunday, November 17	**Monday, October 21, 2019**	**Grades**	MIDTERM GRADES DUE Link active from Monday, October 21 through 11:59p.m. Sunday, November 17, 2018 for all full semester courses	Dean, A&R
October 24-29	**Thursday, October 24, 2019**	**Scheduling**	**Scheduling – Final Spring 2020 FTEF review**	VPAA Senior Deans
	Wednesday, October 30, 2019	**Scheduling**	**Class Cancellation Guidelines Sent to Deans**	VPAA
	Wednesday, October 30, 2019	**Scheduling**	**First Glance at Spring 2020 Schedule Distributed to Supervising Administrators, Chairs and Fac.All**	VPAA
	Thursday, October 31, 2019	**Scheduling**	**Scheduling - Spring 2020 classes available on SRJC Web site**	IT/Scheduling
	Thursday, October 31, 2019	**Scheduling**	**Scheduling - Proof 1 Summer 2020 due from Chairs to Supervising Administrator**	DCs
	Friday, November 01, 2019	**Scheduling**	**Reminder to post Length of Service List to AFA Website.**	VPAA
1st Tuesday of Every Month	**Tuesday, November 05, 2019**	**DCC**	**DCC Meeting**	DCC Co-Chairs
	Wednesday, November 06, 2019	**Scheduling**	**Scheduling - Proof 1 Summer 2020 due from Supervising Administrators to Scheduling**	SAs
	Friday, November 08, 2019	**Evaluations**	**Evaluations – Regular and Adjunct** Each team observer confers with evaluee to discuss Observation Report (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the Observation Report, including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original Observation Report and sends to the department chair.	Evaluation team observers
	Friday, November 15, 2019	**Evaluations**	**Evaluations – Adjunct and Regular** Team members confer regarding Final Report (for details, see Timeline in Article 14 of the District/AFA Contract)	SAs DCs Peer Evaluators
	Sunday, November 17, 2019	**Drops**	**LAST DAY TO DROP STUDENTS WITH A "W" (full semester courses only) by 11:59p.m.**	Dean, A&R

	Sunday, November 17, 2019	**Grades**	**MIDTERM GRADES for all semester courses due by 11:59pm**	Faculty
	Monday, November 18, 2019	**Scheduling**	**Spring 2019 Priority Web Registration for continuing students begins**	Admissions
3rd Tuesday of Every Month	**Tuesday, November 19, 2019**	**DCC/IM**	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Friday, November 22, 2019	**Evaluations**	**Evaluations – Regular and Adjunct: Minority Reports, if needed, are due.**	Evaluation team members
November 26-27	**Tuesday, November 26, 2019**	**Scheduling**	**Scheduling – Proof #1 Summer 2020 FTEF review**	VPAA Senior Deans
	Wednesday, November 27, 2019	**Scheduling**	**Scheduling – Spring 2020 Temporary Faculty Agreements for adjunct/overload teaching posted in portals**	Scheduling
	Wednesday, November 27, 2019	**Scheduling**	**Scheduling – Proof 1 Fall 2020 due from Chairs to Supervising Administrator**	DCs
	Friday, November 29, 2019	**Prof. Dev.**	**Professional Development Flex Half-Day** **(for flexible calendar purposes only - no classes, no scheduled professional development activities)**	Faculty
	Monday, December 02, 2019	**Scheduling**	**Scheduling – Proof #2 Summer 2020 distributed**	Scheduling
On or before	**Monday, December 02, 2019**	**Staffing/HR**	**Faculty Staffing – Requisitions and job announcements are routed for approval. Advertising for approved positions begins by this date**	SAs
	Monday, December 02, 2019	**CTEA**	**CTEA - Last day to encumber 2019-2020 CTEA grant project funds. Unused funds will be swept at the end of January, 2020**	DCs SAs
1st Tuesday of Every Month	**Tuesday, December 03, 2019**	**DCC**	**DCC Meeting**	DCC Co-Chairs
	Thursday, December 05, 2019	**Scheduling**	**Scheduling - Proof 1 Fall 2020 due from Supervising Administrator to Scheduling**	SAs
	Friday, December 06, 2019	**Prof. Dev.**	**Absolute deadline for adjunct flex hours to be completed and online verification forms/NOAs received in Human Resources**	Adjunct faculty members DCs SAs Human Resources
	Friday, December 06, 2019	**Prof. Dev.**	**All faculty (adjunct and regular) deadline to complete any assigned Preventing Sexual Harassment Training (Those assigned in fall only)**	Human Resources/ Faculty
	Friday, December 06, 2019	**Evaluations**	**Mandatory Deadline** **- Evaluations – Regular and Adjunct** All Observation Reports, Final Report and any Minority Reports are ready for evaluee to review and sign. (Mandatory deadline; see details in Timeline in Article 14 of District/AFA Contract) **Evaluations – Tenure Review** Observations and student evals are completed SAs prepare summaries of student evals Team Member Reports are completed	DCs SAs Peer Evaluators
	Monday, December 09, 2019	**Scheduling**	**Spring 2019 Open Web Registration for ALL students begins**	Admissions
	Monday, December 09, 2019	**Curriculum**	**Curriculum – Final Fall CRC meeting**	DCs
	Thursday, December 12, 2019	**Prof. Dev.**	**Pay dock list submitted to Payroll Office for non- compliance with Flex Program obligations (pay docks for Adjunct Faculty ONLY)**	Human Resources
	Tuesday, December 17, 2019	**DCC/IM**	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Wednesday, December 18, 2019	**Scheduling**	**Deadline for Faculty to Accept Temporary Assignments for Spring 2020**	Faculty

	Friday, December 20, 2019	**Evaluations**	**Evaluations – Regular and Adjunct** Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct). **Evaluations – Tenure Review** • Each team member meets with TR faculty member to review and sign the individual Team Member Report. • TR teams meet to discuss and prepare Yearly Report.	TR Team Members SAs
December 21 - January 12	**Saturday, December 21, 2019**	**Break**	**Winter Break**	**Enjoy!**
	Friday, January 03, 2020	**Grades**	Fall Semester 2019 Final Grades Due by 11:59 p.m. Supervising Admins and Department Chairs to follow up on late grades.	DCs SAs Dean, A&R.
January 9-10	**Thursday, January 09, 2020**	**Scheduling**	**Scheduling – Proof #1 Fall 2020 FTEF Review**	VPAA Senior Deans
	Monday, January 13, 2020	**Scheduling**	**Spring semester classes begin**	
January 13 – January 19	**Monday, January 13, 2020**	**Scheduling**	**Fall Hourly Assignment Query to be sent out via District email** (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	DCs
	Monday, January 13, 2020	**Scheduling**	**Scheduling - Proof 2 Fall 2020 distributed**	Scheduling
	Tuesday, January 14, 2020	**Course Fees**	New and Revised Course Fees for Summer/Fall 2019 Due – New and Revised Course Fees Form	SAs DCs
(Subject to Change)	**Wednesday, January 15, 2020**	**PRPP**	**PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.**	IT Dean, LAS
	Friday, January 17, 2020	**Evaluations**	**Evaluations – Tenure Review** • Probationary faculty member delivers responses, if any, to Team Member Reports to the Supervising Admin • Yearly Report and Minority Yearly Reports (if any) are completed, and the teams meet with probationary faculty member to discuss the Yearly Report.	Tenure Review Team Members
	Friday, January 17, 2020	**Scheduling**	**Deadline for Faculty to Request Load Banking for Spring 2020**	Faculty
	Tuesday, January 21, 2020	**Prof. Dev.**	**Departmentally Determined Professional Development Activities Day** **Non-instruction Flex Day. Regular Faculty required to complete Department designated activities.**	Academic Affairs/faculty
	Thursday, January 23, 2020	**Scheduling**	**Scheduling - Proof 2 Summer 2020 due from Chairs to Supervising Administrator**	DCs
January 17-26	**Friday, January 24, 2020**	**Evaluations**	**Mandatory Deadline** - **Evaluations – Adjunct** • Spreadsheets indicating adjunct faculty still due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction. • Adjunct faculty to be evaluated are notified via District email. • Peer observers are assigned from department's rotation list for adjunct faculty due for evaluation during spring semester. **Mandatory Deadline** - **Evaluations – Regular** • Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester. • Faculty scheduled for spring evaluations are sent District email reminders of deadline for submitting self-evaluation, schedule of classes/allied duties and syllabi to their DCs.	Dean, LAS, Dean, Curriculum DCs SAs

	Date	Category	Description	Responsible
	Monday, January 27, 2020	Curriculum	Curriculum – First Spring CRC meeting • Last CRC meeting to approve revisions to existing courses and new proposed CSU courses effective Fall 2020. • Last CRC meeting to approve new proposed CSU courses effective Fall 2020. • Last CRC meeting to approve new certificates or majors, or revisions to existing certificates or majors, in order to be published in the 2020-21 College Catalog.	Office of the Dean of Curriculum
	Thursday, January 30, 2020	IELM	**IELM - Deadline for IELM Expenditures**	Deans
	Thursday, January 30, 2020	Scheduling	**Scheduling - Proof #2 Summer 2020 due from Supervising Administrators to Scheduling**	SAs
	Friday, January 31, 2020	CTEA	**Any CTEA funds not spent or encumbered will be swept.**	Dean, CTE DCs SAs
	Friday, January 31, 2020	IELM	**Sweep of unspent IELM funds**	LRET
	Friday, January 31, 2020	Evaluations	**Mandatory Deadline** - Evaluations – Tenure Review Mandatory Deadline for Supervising Administrator to deliver the Yearly Report, Minority Yearly Reports (if any), and file folders containing the current and previous year' complete files to the Dean of Curriculum and Educational Support Services. Probationary faculty member delivers her/his responses, if any, to the Yearly Report to the Dean of Curriculum and Educational Support Services.	SAs
	Sunday, February 02, 2020	Census	**CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM**	DCs SAs Dean, Admissions, Records & Enrollment Dev.
1st Tuesday of Every Month	Tuesday, February 04, 2020	DCC	**DCC Meeting** PRPP Overview – 1 hour refresher	DCC Co-Chairs Dean, LAS
	Wednesday, February 12, 2020	Software	Instructional Software Requests Summer and Fall 2020 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	DCs
	Wednesday, February 12, 2020	Scheduling	**Scheduling – Proof 2 Fall 2020 due from Chairs to Supervising Administrators**	DCs
	Thursday, February 13, 2020	Evaluations	**Mandatory Deadline** - Evaluations – Regular and Adjunct Evaluee course syllabi, schedules and Self- Assessment Report **(regular faculty only)** due to department chairs.	DCs
	Thursday, February 13, 2020	Prof. Dev.	**Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)**	Human Resources
	Friday, February 14, 2020	Evaluations	**Evaluations – Tenure Review** VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	VPAA
Saturday & Sunday, February 15 & 16	Saturday, February 15, 2020	Scheduling	**Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday**	
3rd Tuesday of Every Month	Tuesday, February 18, 2020	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
February 18-25	Tuesday, February 18, 2020	Scheduling	**Scheduling – Final Summer 2020 FTEF review**	VPAA Senior Deans

February 20 – March 30	Friday, February 21, 2020	Evaluations	**Evaluations – Regular and Adjunct** Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
	Friday, February 21, 2020	Evaluations	**Evaluations – Regular and Adjunct** Supervising Admins provide to Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct) a list of department peers and other team members who will conduct observations for each evaluee.	SAs Dean, Liberal Arts & Sciences, Dean, Curriculum
	Tuesday, February 25, 2020	Evaluations	**Evaluations – Tenure Review** Superintendent **/** President's recommendations are submitted to the Board of Trustees.	Superintendent / President
	Tuesday, February 25, 2020	Scheduling	**Scheduling – Proof #2 Fall 2020 due from Supervising Administrators to Scheduling**	SAs
	Thursday, February 27, 2020	Elections	**Department Chair Elections completed**	DCs SAs VPAA
	Friday, February 28, 2020	IELM	**District Purchasing Deadline**	Deans
	Friday, February 28, 2020	CTEA	**CTEA - Release of 2020-2021 CTEA RFP grant applications**	Dean, CTE
1st Tuesday of Every Month	Tuesday, March 03, 2020	DCC	**DCC Meeting**	DCC Co-Chairs
March 12-24	Thursday, March 12, 2020	Scheduling	**Scheduling – Final Fall 2020 FTEF review**	
	Friday, March 13, 2020	Evaluations	**Mandatory Deadline** - **Evaluations – Tenure Review** Board of Trustees takes action on Tenure Track faculty	Board of Trustees
March 16-22	Monday, March 16, 2020	Break	**Spring Break**	**Enjoy!**
	Friday, March 20, 2020	Prof. Dev.	**Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)**	Faculty
	Monday, March 23, 2020	Grades	**MIDTERM GRADES DUE** **Link active from Monday, March 23 through 11:59p.m. Sunday, April 19, 2020 for all full semester courses**	Dean, A&R
	Monday, March 23, 2020	Curriculum	Curriculum • Last CRC meeting to approve new proposed UC transferable courses effective Fall 2021.	DCs
	Wednesday, March 25, 2020	Scheduling	**First Glance at Summer 2020 and Fall 2020 Schedule sent to Supervising Administrators, Chairs and Fac. All**	VPAA
	Thursday, March 26, 2020	Scheduling	**Scheduling - Summer 2018 and Fall 2018 schedule available on SRJC Website**	Scheduling/IT
	Friday, March 27, 2020	CTEA	**CTEA – 2020-2021 CTEA RFP grant applications due to Dean, CTE by 5:00pm**	Dean, CTE
	Wednesday, April 01, 2020	CTEA	**All final CTEA 2019-2020 spending must be completed.**	Dean, CTE DCs SAs
1st Tuesday of Every Month	Tuesday, April 07, 2020	DCC	**DCC Meeting**	DCC Co-Chairs
	Thursday, April 09, 2020	Scheduling	**Scheduling – Summer 2020 and Fall 2020 Temporary Faculty Agreements for adjunct/overload teaching posted in portals**	Scheduling
(Subject to Change)	Friday, April 10, 2020	PRPP	**PRPP Section 2: Resource Requests data entry completed for Supervisor Review**	DCs SAs

	Date	Category	Description	Responsible
	Friday, April 10, 2020	**Evaluations**	**Evaluations – Regular and Adjunct** Each team observer confers with evaluee to discuss Observation Report (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the Observation Report, including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original Observation Report and sends to the department chair.	Evaluation Team observers
April 17 – May 19 (Subject to Change)	**Wednesday, April 15, 2020**	**PRPP**	**PRPP - Prioritize Resource Requests** Supervising Administrators work with departments to prioritize and rank Budget Requests (2.1b); Classified, Management, STNC and Student Worker staffing requests (2.2e); Instructional Equipment Requests (2.4c); Non-Instructional Equipment and Technology requests (2.4d); and Minor Facilities Requests (2.5a).	SAs DCs
	Friday, April 17, 2020	**Evaluations**	**Evaluations – Regular and Adjunct** • Minority Reports, if needed, are due. Team members confer regarding Final Report (for details, see Timeline in Article 14 of the District/AFA Contract)	Evaluation Team Members
	Sunday, April 19, 2020	**Drops**	**LAST DAY TO DROP STUDENTS WITH A "W" SYMBOL (FULL SEMESTER COURSES ONLY) BY 11:59 p.m.**	Dean, A&R.
	Sunday, April 19, 2020	**Grades**	**MIDTERM GRADES FOR ALL FULL SEMESTER COURSES DUE BY 11:59pm**	Dean, A&R.
	Monday, April 20, 2020	**Scheduling**	**Summer/Fall 2019 Priority Web Registration for continuing students begins**	Admissions
3rd Tuesday of Every Month	**Tuesday, April 21, 2020**	**DCC/IM**	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Thursday, April 30, 2020	**Scheduling**	**Deadline to accept Summer 2020 and Fall 2020 Temporary Faculty Agreements for adjunct/overload teaching.**	Faculty
	Friday, May 01, 2020	**IELM**	**IELM requisition status must be set to "closed": Completed date must be posted**	Deans
	Friday, May 01, 2020	**Prof. Dev.**	**Deadline for regular faculty to submit an Intent to Complete a Pre-Approved Flex Activity form (Submit this form to complete flex activities after the flex deadline in May. If completing after the may deadline, activities need to be completed no later than June 30)**	Human Resources
1st Tuesday of Every Month	**Tuesday, May 05, 2020**	**DCC**	**DCC Meeting**	DCC Co-Chairs
	Thursday, May 07, 2020	**Scheduling**	**Summer/Fall 2019 Open Web Registration for ALL students begins**	Admissions
	Friday, May 08, 2020	**Prof. Dev.**	**Absolute deadline for adjunct faculty flex hours to be completed and verification forms/NOAs received in Human Resources**	Adjunct faculty DCs SAs Human Resources
	Friday, May 08, 2020	**Prof. Dev.**	**All faculty (adjunct and regular) deadline to complete any assigned Preventing Sexual Harassment Training (Those assigned in spring only)**	Human Resources/ Faculty
	Friday, May 08, 2020	**Evaluations**	**Mandatory Deadline** **- Evaluations – Regular and Adjunct** All Observation Reports, Final Reports and any Minority Reports are ready for evaluee to review and sign (mandatory deadline; see details in Timeline in Article 14 of District / AFA Contract)	Evaluation Teams
	Monday, May 11, 2020	**Curriculum**	**Curriculum: Final Spring 2020 CRC meeting.**	DCs
	Thursday, May 14, 2020	**Prof. Dev.**	**Pay dock list submitted to Payroll Office for non- compliance of Flex Program requirements (pay docks for Adjunct Faculty ONLY; does not include regular faculty pay docks)**	Human Resources

(Subject to Change)	**Friday, May 15, 2020**	PRPP	**PRPP** all remaining sections should be completed and submitted to Supervising Admin for approval (*note-there may be a change in which sections are required in spring 2018)	DCs PRPP Editors
	Tuesday, May 19, 2020	Scheduling	**Class Cancellation Guidelines Sent to Deans**	VPAA
3rd Tuesday of Every Month	**Tuesday, May 19, 2020**	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Friday, May 22, 2020	Evaluations	**Evaluations – Regular and Adjunct** Supervising Admins verify that evaluation files are complete and send files to Office of the Dean, Curriculum / Dean, Liberal Arts & Sciences	Dean, Curriculum / Dean, LAS
	Saturday, May 23, 2020	Commencement	**COMMENCEMENT** **Mandatory attendance for Regular Faculty**	
	Tuesday, May 26, 2020	Prof. Dev.	**Absolute deadline for regular faculty mandatory and flex hours to be completed and online verification forms/ NOAs received in Human Resources.**	Regular faculty, DCs, SAs Human Resources
	Friday, May 29, 2020	Grades	**Spring Semester 2020 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.**	SAs DCs Dean, A&R.
June – July 2018 (Subject to Change)	**Monday, June 01, 2020**	PRPP	**PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.**	AAC
	Monday, June 01, 2020	Prof. Dev.	**Pay dock list submitted to Payroll Office for non- compliance of Flex Program requirements for Regular Faculty per AFA contract.**	Human Resources
(Subject to Change)	**Thursday, June 11, 2020**	PRPP	**PRPP** Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval	Deans, Directors
	Monday, June 15, 2020	Scheduling	Summer 2020 Begins 6 and 8 week classes	Admissions & Records
	Wednesday, June 17, 2020	Scheduling	Scheduling - Proof 1 Spring 2021 distributed • Communicate Enrollment Management strategy	Scheduling VPAA
	Thursday, June 18, 2020	Scheduling	**Deadline for Faculty to Request Load Banking for Summer 2020**	Faculty
	Friday, June 19, 2020	Scheduling	**Deadline for Faculty to Request Load Banking for Summer 2020**	Faculty
	Monday, August 03, 2020	PRPP	**PRPP - Academic Affairs will "close the loop" on planning by notifying chairs and faculty of final prioritizations.**	AAC
	Friday, August 14, 2020	Grades	**Summer 2020 Final Grade Rosters Due by 11:59 p.m.**	Dean A&R
	8/31/2018 Friday, September 6, 2019	Staffing / HR	**Adjunct Faculty Pool updates due to HR**	DCs SAs
August 20 – August 31	**Completed By Friday 8/30/2019**	Evaluations	**Mandatory Deadline** - Evaluations - Regular and Adjunct Spreadsheets indicating adjunct and regular faculty due for evaluation are distributed to department chairs and supervising admins Faculty to be evaluated are notified via District email by the Dean, Liberal Arts & Sciences for adjunct faculty and by the Dean, Curriculum for regular faculty. **Tenure Review (TR)** Tenure Review team composition is confirmed with supervising administrators. TR faculty and TR teams are notified of their duties via District email SAs retrieve blue TR file folders from HR for all faculty in tenure review	Dean, LAS Dean, Curriculum DCs SAs

	Friday, September 20, 2019	**Staffing**	Faculty Staffing Committee meets for scheduled presentations by SA's (no longer than 15 minutes per cluster) to the FSC; and continues after presentations to determine prioritized rankings of requested faculty positions.	SAs
	Tuesday November 12, 2019	**Prof. Dev.**	**Professional Development Flex Day** **(for flexible calendar purposes only - no classes, no scheduled professional development activities)**	Faculty
	Wednesday, May 1, 2019	**Scheduling**	**Deadline for Faculty to Accept Temporary Assignments for Fall 2019**	Faculty