

Notes	DUE DATE	CATEGORY	TASKS	RESPONSIBLE
	Tuesday, August 11th, 2020	Prof. Dev.	Adjunct Faculty Orientation	Human Resources/Academic Affairs
	Wednesday, August 12, 2020	DCC	Department Chair Training Day (Wednesday Before School Starts)	DCC Co-Chairs
	Thursday, August 13, 2020	Prof. Dev.	New Faculty Orientation District-Designated Activities Day	Human Resources/ Academic Affairs
	Friday, August 14, 2020	Grades	Summer 2020 Final Grade Rosters Due by 11:59 p.m.	Dean, A&R
	Friday, August 14, 2020	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 17, 2020	Scheduling	Fall Classes begin	
	Friday, August 21, 2020	Scheduling	Deadline for Faculty to Request Load Banking for Fall 2020	
	Friday, August 28, 2020	IELM	IELM – Deadline for Deans to rank IELM cluster requests.	Deans
	Friday, August 21, 2020	Prof. Dev.	New Faculty Orientation – Part 2	Human Resources/ Academic Affairs
	Monday, August 24, 2020	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
	Monday, August 31, 2020	Scheduling	Scheduling – Proof 1 Spring 2021 due from Chairs to Supervising Administrator	DCs SAs
1st Tuesday of Every Month	Tuesday, September 1, 2020	DCC	DCC Meeting	DCC Co-Chairs
Tentative	Friday, September 4, 2020	Scheduling	Scheduling - Proof 1 Summer 2021 and Fall 2021 distributed • Communicate Enrollment Management strategy	Scheduling VPAA
	Friday, September 4, 2020	Scheduling	Scheduling – Proof 1 Spring 2021 due from Supervising Administrator to Scheduling	SAs
On or before	Friday, September 6, 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 4, 2020	Evaluations	Evaluations – Regular Faculty only Deadline for Regular faculty evaluatees 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 evaluatees. Each evaluatee has one opportunity to reject the assigned peer.	DCs
	Friday, September 6, 2019	Scheduling	Notification of Length of Service Lists Posted on AFA Website	VPAA
	Monday, September 9, 2019	Staffing	The Sr. Dean CE/ED will distribute NS, Ranked Cluster Lists, and PRPP links, to the members of the FSC.	

	<b>Tuesday, September 8, 2020</b>	<b>Prof. Dev.</b>	<b>Professional Development Flex Full-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)</b>	<b>Faculty</b>
	<b>Tuesday, September 8, 2020</b>	<b>Census</b>	<b>CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM</b>	<b>Dean, A&amp;R</b>
	<b>Friday, September 11, 2020</b>	<b>Evaluations</b>	<p>Evaluations - Adjunct and Regular:</p> <ul style="list-style-type: none"> <li>• Dept. Chair assigns alternate peer (next name on rotation list) for any evaluatee who rejected initial peer assigned.</li> <li>• Dept. Chair and SA consult and deliberate to determine if DC or SA will choose to observe any of them.</li> <li>• DC notifies evaluatees via District email of their evaluation team members (except non-dept. peer request), including who will observe.</li> <li>• DC and SA determine if classified staff input is desired for any evaluations and plan to distribute TREG approved feedback forms.</li> </ul> <p>Mandatory Deadline - Tenure Review: Evaluatee Self-Assessment Report, course syllabi and schedules due to supervising admins (mandatory deadline)</p>	<b>DCs SAs</b>
	<b>Friday, September 13, 2019</b>	<b>Staffing</b>	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.	<b>VPs, FSC</b>
3rd Tuesday of Every Month	<b>Tuesday, September 15, 2020</b>	<b>DCC/IM</b>	Department Chair Council and Instructional Managers (DCC/IM) Meeting FSC reviews Faculty Staffing process at first DCC/IM meeting	<b>VPAA, DCC Co-Chairs</b>
On or before	<b>Thursday, September 17, 2020</b>	<b>Course Fees</b>	New and Revised Course Fees for Spring 2021 Due – New and Revised Course Fees Form	<b>SAs DCs</b>
<b>By</b>	<b>Friday, September 18, 2020</b>	<b>Evaluations</b>	<p>Mandatory Deadline - Evaluations – Regular and Adjunct</p> <ul style="list-style-type: none"> <li>• Dean, Curriculum coordinates the selection of non-department peers (regular faculty evals only) and notifies evaluatees and members of the evaluation teams.</li> <li>• Evaluatee course syllabi, schedules and Self- Assessment Report (regular faculty only; mandatory deadline) due to department chair</li> <li>• SAs provide to Dean, Liberal Arts &amp; Sciences (Adjunct)/Dean, Curriculum (Regular) a list of department peers and other team members who will conduct observations for each evaluatee.</li> <li>• Evaluations – Tenure Review</li> <li>• Tenure Review teams meet to organize the TR activities required (see TR Timelines)</li> </ul>	<b>Dean, LAS, Dean, Curriculum, SAs, DCs</b>
September 17-18	<b>Thursday, September 17, 2020</b>	<b>Scheduling</b>	<b>Scheduling – Proof #1 Spring 2021 FTEF review</b>	<b>VPAA Senior Deans</b>
	<b>Monday, September 23, 2019</b>	<b>Staffing</b>	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.	
	<b>Monday, September 21, 2020</b>	<b>Scheduling</b>	<b>Scheduling - Proof 2 Spring 2021 distributed</b>	<b>Scheduling</b>

	<b>Friday, September 25, 2020</b>	<b>Evaluations</b>	Evaluations – Regular and Adjunct <ul style="list-style-type: none"> <li>• DC sends copies of syllabi, schedules and regular faculty Self-Assessment Reports to peer observers and SA (District email preferred)</li> <li>• Observations with student evaluations are carried out (6-week period)</li> <li>• <b>Student evaluations are summarized</b></li> </ul>	DCs SAs
On or before	<b>Monday, September 30, 2019</b>	<b>Staffing</b>	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.	
(subject to change)	<b>Wednesday, September 30, 2020</b>	<b>Staffing / HR</b>	<b>Adjunct Faculty Pool updates due to HR</b>	DCs SAs
On or before	<b>Tuesday, October 1, 2019</b>	<b>Scheduling</b>	<b>Summer Hourly Assignment Query to be sent out via District email</b> (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	DCs
1st Tuesday of Every Month	<b>Tuesday, October 6, 2020</b>	<b>DCC</b>	<b>DCC Meeting</b>	DCC Co-Chairs
On or before	<b>Monday, October 7, 2019</b>	<b>Staffing</b>	Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date.	
	<b>Friday, October 9, 2020</b>	<b>IELM</b>	<b>IELM –Budget Transfer into Departmental Accounts and Departments Notified</b>	LRET
	<b>Friday, October 9, 2020</b>	<b>Scheduling</b>	<b>Scheduling – Proof 2 Spring 2021 due from Chairs to Supervising Administrators</b>	DCs
	<b>Monday, October 14, 2019</b>	<b>Software</b>	Instructional Software Requests Spring 2020 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	DCs
	<b>Wednesday, October 14, 2020</b>	<b>Scheduling</b>	<b>Scheduling – Proof 2 Spring 2021 due from Supervising Administrators to Scheduling</b>	SAs
3rd Tuesday of Every Month	<b>Tuesday, October 20, 2020</b>	<b>DCC/IM</b>	<b>DCC-IM Meeting</b>	VPAA, DCC Co-Chairs
Monday, October 19 – Sunday, November 15	<b>Monday, October 19, 2020</b>	<b>Grades</b>	MIDTERM GRADES DUE Link active from Monday, October 19 through 11:59p.m. Sunday, November 15, 2020 for all full semester courses	Dean, A&R
November 3-5	<b>Tuesday, November 3, 2020</b>	<b>Scheduling</b>	<b>Scheduling – Final Spring 2021 FTEF review</b>	VPAA Senior Deans
	<b>Wednesday, October 30, 2019</b>	<b>Scheduling</b>	<b>Class Cancellation Guidelines Sent to Deans</b>	VPAA
	<b>Friday, November 6, 2020</b>	<b>Scheduling</b>	<b>First Glance at Spring 2021 Schedule Distributed to Supervising Administrators, Chairs and Fac.All</b>	VPAA
	<b>Monday, November 9, 2020</b>	<b>Scheduling</b>	<b>Scheduling - Spring 2021 classes available on SRJC Web site</b>	IT/Scheduling
Tentative	<b>Wednesday, November 4, 2020</b>	<b>Scheduling</b>	<b>Scheduling - Proof 1 Summer 2021 due from Chairs to Supervising Administrator</b>	DCs
	<b>Friday, November 1, 2019</b>	<b>Scheduling</b>	<b>Reminder to post Length of Service List to AFA Website.</b>	VPAA
1st Tuesday of Every Month	<b>Tuesday, November 3, 2020</b>	<b>DCC</b>	<b>DCC Meeting</b>	DCC Co-Chairs
Tentative	<b>Thursday, November 12, 2020</b>	<b>Scheduling</b>	<b>Scheduling - Proof 1 Summer 2021 due from Supervising Administrators to Scheduling</b>	SAs

	Friday, November 6, 2020	Evaluations	Evaluations – Regular and Adjunct Each team observer confers with evaluatee 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 13, 2020	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 15, 2020	Drops	<b>LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m.</b>	Dean, A&R
	Sunday, November 15, 2020	Grades	MIDTERM GRADES for all semester courses due by 11:59pm	Faculty
	Monday, November 18, 2019	Scheduling	Spring 2021 Priority Web Registration for continuing students begins	Admissions
3rd Tuesday of Every Month	Tuesday, November 17, 2020	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
	Friday, November 20, 2020	Evaluations	Evaluations – Regular and Adjunct: Minority Reports, if needed, are due.	Evaluation team members
Nov 30-Dec 1 Tentative	Monday, November 30, 2020	Scheduling	Scheduling – Proof #1 Summer 2021 FTEF review	VPAA Senior Deans
	Wednesday, December 2, 2020	Scheduling	Scheduling – Spring 2021 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Tentative	Wednesday, December 2, 2020	Scheduling	Scheduling – Proof 1 Fall 2021 due from Chairs to Supervising Administrator	DCs
	Friday, November 27, 2020	Prof. Dev.	Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Faculty
Tentative	Wednesday, December 2, 2020	Scheduling	Scheduling – Proof #2 Summer 2021 distributed	Scheduling
(Subject to change)	Wednesday, December 2, 2020	Staffing/HR	Faculty Staffing – Requisitions and job announcements are routed for approval. Advertising for approved positions begins by this date	SAs
	Monday, December 2, 2019	CTEA	CTEA (prefer to call this Perkins) - Last day to encumber 2019-2020 CTEA (Perkins) grant project funds. Unused funds will be swept at the end of January, 2020	DCs SAs
1st Tuesday of Every Month	Tuesday, December 1, 2020	DCC	DCC Meeting	DCC Co-Chairs
Tentative	Wednesday, December 9, 2020	Scheduling	Scheduling - Proof 1 Fall 2021 due from Supervising Administrator to Scheduling	SAs
	Friday, December 4, 2020	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 4, 2020	Prof. Dev.	Adjunct faculty deadline to complete assigned Preventing Sexual Harassment and Abusive Conduct Training (Those assigned in fall only)	Human Resources/ Faculty

	Friday, December 4, 2020	Evaluations	Mandatory Deadline - Evaluations – Regular and Adjunct All Observation Reports, Final Report and any Minority Reports are ready for evaluatee 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 9, 2019	Scheduling	Spring 2021 Open Web Registration for ALL students begins	Admissions
	Monday, December 7, 2020	Curriculum	Curriculum – Final Fall CRC meeting	DCs
	Friday, December 11, 2020	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 15, 2020	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
	Wednesday, December 16, 2020	Scheduling	Deadline for Faculty to Accept Temporary Assignments for Spring 2021	Faculty
	Friday, December 18, 2020	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 19 - January 17	Saturday, December 19, 2020	Break	Winter Break	Enjoy!
	Friday, January 1, 2021	Grades	Fall Semester 2020 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 11-13 Tentative	Monday, January 11, 2021	Scheduling	Scheduling – Proof #1 Fall 2021 FTEF Review	VPAA Senior Deans
	Wednesday, January 20, 2021	Scheduling	Spring semester classes begin	
January 13 – January 19 Tentative	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
	Thursday, January 14, 2021	Scheduling	Scheduling - Proof 2 Fall 2021 distributed	Scheduling
	Friday, January 15, 2021	Course Fees	New and Revised Course Fees for Summer/Fall 2021 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 22, 2021	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 22, 2021	Scheduling	Deadline for Faculty to Request Load Banking for Spring 2021	Faculty
	Tuesday, January 19, 2021	Prof. Dev.	Departmentally Determined Professional Development Activities Day Non-instruction Flex Day. Regular Faculty required to complete Department designated activities.	Academic Affairs/faculty

Tentative	Thursday, February 4, 2021	Scheduling	Scheduling - Proof 2 Summer 2021 due from Chairs to Supervising Administrator	DCs
January 25-29	Friday, January 29, 2021	Evaluations	<p>Mandatory Deadline - Evaluations – Adjunct</p> <ul style="list-style-type: none"> <li>• Spreadsheets indicating adjunct faculty still due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction.</li> <li>• Adjunct faculty to be evaluated are notified via District email.</li> <li>• Peer observers are assigned from department's rotation list for adjunct faculty due for evaluation during spring semester.</li> </ul> <p>Mandatory Deadline - Evaluations – Regular</p> <ul style="list-style-type: none"> <li>• Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester.</li> <li>• 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.</li> </ul>	Dean, LAS, Dean, Curriculum DCs SAs
	Monday, January 25, 2021	Curriculum	<p>Curriculum – First Spring CRC meeting</p> <ul style="list-style-type: none"> <li>• Last CRC meeting to approve revisions to existing courses and new proposed CSU courses effective Fall 2020.</li> <li>• Last CRC meeting to approve new proposed CSU courses effective Fall 2020.</li> <li>• 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.</li> </ul>	Office of the Dean of Curriculum
	Friday, January 29, 2021	IELM	IELM - Deadline for IELM Expenditures	Deans
Tentative	Tuesday, February 9, 2021	Scheduling	Scheduling - Proof #2 Summer 2021 due from Supervising Administrators to Scheduling	SAs
	Friday, January 31, 2020	CTEA	Any CTEA (Perkins)funds not spent or encumbered will be swept.	Dean, CTE DCs SAs
	Monday, February 1, 2021	IELM	Sweep of unspent IELM funds	LRET
	Tuesday, January 19, 2021	Evaluations	<p>Mandatory Deadline - Evaluations – Tenure Review</p> <p>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.</p>	SAs
	Monday, February 8, 2021	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 2, 2021	DCC	<p>DCC Meeting</p> <p>PRPP Overview – 1 hour refresher</p>	DCC Co-Chairs Dean, LAS
	Wednesday, February 12, 2020	Software	<p>Instructional Software Requests</p> <p>Summer and Fall 2020 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.</p>	DCs
Tentative	Wednesday, February 24, 2021	Scheduling	Scheduling – Proof 2 Fall 2021 due from Chairs to Supervising Administrators	DCs
	Friday, February 19, 2021	Evaluations	<p>Mandatory Deadline - Evaluations – Regular and Adjunct</p> <p>Evaluee course syllabi, schedules and Self- Assessment Report (regular faculty only) due to department chairs.</p>	DCs
	Thursday, February 11, 2021	Prof. Dev.	Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)	Human Resources

	Friday, February 19, 2021	Evaluations	Evaluations – Tenure Review VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	VPAA
Saturday & Sunday, February 13 & 14	Saturday, February 13, 2021	Scheduling	Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday	
3rd Tuesday of Every Month	Tuesday, February 16, 2021	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
March 3-5 Tentative	Wednesday, March 3, 2021	Scheduling	Scheduling – Final Summer 2021 FTEF review	VPAA Senior Deans
February 26 – March 30	Friday, February 26, 2021	Evaluations	Evaluations – Regular and Adjunct Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
	Friday, February 26, 2021	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 evaluatee.	SAs Dean, Liberal Arts & Sciences, Dean, Curriculum
	Thursday, February 25, 2021	Evaluations	Evaluations – Tenure Review Superintendent / President's recommendations are submitted to the Board of Trustees.	Superintendent / President
Tentative	Wednesday, March 3, 2021	Scheduling	Scheduling – Proof #2 Fall 2021 due from Supervising Administrators to Scheduling	SAs
	Thursday, February 27, 2020	Elections	Department Chair Elections completed	DCs SAs VPAA
	Friday, February 26, 2021	IELM	District Purchasing Deadline	Deans
	2/28/2020 (Friday, Feb. 26)	CTEA(Perkins)/SWP	CTEA(Perkins)/SWP - Release of 2020-2021 CTEA RFP grant applications	Dean, CTE
1st Tuesday of Every Month	Tuesday, March 2, 2021	DCC	DCC Meeting	DCC Co-Chairs
March 19-30 Tentative	Friday, March 19, 2021	Scheduling	Scheduling – Final Fall 2021 FTEF review	
	Friday, March 12, 2021	Evaluations	<b>Mandatory Deadline</b> - Evaluations – Tenure Review Board of Trustees takes action on Tenure Track faculty	Board of Trustees
March 22-28	Monday, March 22, 2021	Break	Spring Break	Enjoy!
	Friday, March 26, 2021	Prof. Dev.	Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Faculty
	Monday, March 29, 2021	Grades	<b>MIDTERM GRADES DUE</b> Link active from Monday, March 29 through 11:59p.m. Sunday, April 21, 2021 for all full semester courses	Dean, A&R
	Monday, March 22, 2021	Curriculum	Curriculum • Last CRC meeting to approve new proposed UC transferable courses effective Fall 2021.	DCs
Tentative	Wednesday, March 31, 2021	Scheduling	First Glance at Summer 2021 and Fall 2021 Schedule sent to Supervising Administrators, Chairs and Fac. All	VPAA
Tentative	Thursday, April 1, 2021	Scheduling	Scheduling - Summer 2021 and Fall 2021 schedule available on SRJC Website	Scheduling/IT
	3/27/2020 (3/26)	CTEA (Perkins)	CTEA (Perkins) – 2020-2021 CTEA RFP grant applications due to Dean, CTE by 5:00pm (	Dean, CTE

	Wednesday, April 1, 2020	CTEA (Perkins)	All final CTEA(Perkins) 2019-2020 spending must be completed.	Dean, CTE DCs SAs
1st Tuesday of Every Month	Tuesday, April 6, 2021	DCC	DCC Meeting	DCC Co-Chairs
	Thursday, April 8, 2021	Scheduling	Scheduling – Summer 2021 and Fall 2021 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
	Friday, April 16, 2021	Evaluations	Evaluations – Regular and Adjunct Each team observer confers with evaluatee 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 30, 2021	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 25, 2021	Drops	LAST DAY TO DROP STUDENTS WITH A “W” SYMBOL (FULL SEMESTER COURSES ONLY) BY 11:59 p.m.	Dean, A&R.
	Sunday, April 25, 2021	Grades	MIDTERM GRADES FOR ALL FULL SEMESTER COURSES DUE BY 11:59pm	Dean, A&R.
	Monday, April 20, 2020	Scheduling	Summer/Fall 2021 Priority Web Registration for continuing students begins	Admissions
3rd Tuesday of Every Month	Tuesday, April 20, 2021	DCC/IM	DCC/IM Meeting	VPAA, DCC Co- Chairs
	Thursday, April 29, 2021	Scheduling	Deadline to accept Summer 2021 and Fall 2021 Temporary Faculty Agreements for adjunct/overload teaching.	Faculty
	Monday, May 3, 2021	IELM	IELM requisition status must be set to "closed": Completed date must be posted	Deans
	Saturday, May 1, 2021	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 4, 2021	DCC	DCC Meeting	DCC Co-Chairs
	Thursday, May 7, 2020	Scheduling	Summer/Fall 2021 Open Web Registration for ALL students begins	Admissions
	Friday, May 7, 2021	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 7, 2021	Prof. Dev.	Adjunct faculty deadline to complete assigned Preventing Sexual Harassment and Abusive Conduct Training (Those assigned in spring only)	Human Resources/ Faculty
	Friday, May 14, 2021	Evaluations	<b>Mandatory Deadline - Evaluations – Regular and Adjunct</b> All Observation Reports, Final Reports and any Minority Reports are ready for evaluatee to review and sign (mandatory deadline; see details in Timeline in Article 14 of District / AFA Contract)	Evaluation Teams
	Monday, May 10, 2021	Curriculum	Curriculum: Final Spring 2020 CRC meeting.	DCs
	Friday, May 14, 2021	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 18, 2021	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
	Friday, May 28, 2021	Evaluations	<b>Evaluations – Regular and Adjunct</b> 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
	Friday, May 28, 2021	Celebrate CE!	<b>CELEBRATE CE!</b> All Certificate Program Completers and Program Coordinators	Dean CTE, CE Deans/Program Coordinators
	Saturday, May 29, 2021	Commencement	<b>COMMENCEMENT</b> Mandatory attendance for Regular Faculty	
	Tuesday, June 1, 2021	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
	Tuesday, June 1, 2021	Prof. Dev.	Contract faculty deadline to complete assigned Preventing Sexual Harassment and Abusive Conduct Training (applies only to contract faculty who are assigned in the 2020-2021 academic year)	Human Resources/ Faculty
	Friday, June 4, 2021	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 1, 2020	PRPP	PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.	AAC
	Thursday, June 3, 2021	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
Tentative	Monday, June 21, 2021	Scheduling	Summer 2021 Begins 6 and 8 week classes	Admissions & Records
Tentative	Wednesday, August 4, 2021	Scheduling	Scheduling - Proof 1 Spring 2022 distributed • Communicate Enrollment Management strategy	Scheduling VPAA

	Thursday, June 17, 2021	Scheduling	Deadline for Faculty to Request Load Banking for Summer 2021	Faculty
	Monday, August 3, 2020	PRPP	PRPP - Academic Affairs will “close the loop” on planning by notifying chairs and faculty of final prioritizations.	AAC
	Friday, August 13, 2021	Grades	Summer 2021 Final Grade Rosters Due by 11:59 p.m.	Dean A&R
August 23 – August 27	Completed By Friday 8/27/2021	Evaluations	<p><b>Mandatory Deadline - Evaluations - Regular and Adjunct</b></p> <p>Spreadsheets indicating adjunct and regular faculty due for evaluation are distributed to department chairs and supervising admins</p> <p>Faculty to be evaluated are notified via District email by the Dean, Liberal Arts &amp; Sciences for adjunct faculty and by the Dean, Curriculum for regular faculty.</p> <p><b>Tenure Review (TR)</b></p> <p>Tenure Review team composition is confirmed with supervising administrators.</p> <p>TR faculty and TR teams are notified of their duties via District email</p> <p><u>SAs retrieve blue TR file folders from HR for all faculty in tenure review</u></p>	<p>Dean, LAS</p> <p>Dean, Curriculum</p> <p>DCs</p> <p>SAs</p>
	Friday, September 27, 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
	Wednesday, May 5, 2021	Scheduling	Deadline for Faculty to Accept Temporary Assignments for Fall 2021	Faculty