Notes	DUE DATE	CATEGORY	TASKS	RESPONSIBLE
	Thursday, August 3, 2023	Scheduling	**Proof #1 Spring 2024 distributed to Department Chairs**	Scheduling
	Wednesday, August 9, 2023	Prof. Dev.	**Professional Development Flex Day** **(for flexible calendar purposes only - no classes, no scheduled professional development activities)**	Faculty
	Wednesday, August 9, 2023	Prof. Dev.	**New Faculty Orientation** **District-Designated Activities Day**	Human Resources/ Academic Affairs
	Thursday, August 10, 2023	DCC	**Department Chair Training Day (Wednesday Before School Starts)**	DCC Co-Chairs
	Thursday, August 10, 2023	Prof. Dev.	**District -designated activities (No classes) SLO Training Day**	
	Friday, August 11, 2023	Prof. Dev.	**Professional Development Activity (PDA) Day – Institutional Day** **(Mandatory attendance for regular faculty)**	Human Resources
	Friday, August 11, 2023	Grades	**Summer 2023 Final Grade Rosters Due by 11:59 p.m.**	Dean, A&R
Mid August	**Tuesday, August 15, 2023**	IELM	**IELM – Deadline for Deans to rank IELM cluster requests.**	Deans
	Monday, August 14, 2023	Scheduling	**Fall Classes begin**	
	Tuesday, August 22, 2023	Curriculum	**Curriculum – First Fall Curriculum Review Committee (CRC) meeting**	Dean of Curriculum
	Tuesday, August 22, 2023	Curriculum	**Deadline to add Distance Education (DE) to course for Spring**	Curriculum
	Friday, August 25, 2023	Scheduling	**Deadline for Faculty to Request Load Banking for Fall 2023**	
By Week 2 Fall 8/25/23	**Friday, August 25, 2023**	Evaluations	**Mandatory Deadline - Evaluations - Associate and Regular** 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 office Dean of Academic Affairs.** **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	
By Week 4 Fall: 9/8/23 By Week 4 8/25/23	**Friday, August 25, 2023**	Evaluations	**Evaluations - Associate 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
	Monday, August 28, 2023	Scheduling	**Scheduling – Proof 1 Spring 2024 due from Chairs to Supervising Administrator**	DCs SAs
	Wednesday, August 30, 2023	Scheduling	**Proof 1 Summer/Fall 2024 distributed to Department Chairs**	Scheduling VPAA
	Friday, September 1, 2023	Scheduling	**Scheduling – Proof 1 Spring 2024 due from Supervising Administrator to Scheduling**	SAs

By: Week 3 9/1/23 By Week 3 9/1/23	**Friday, September 1, 2023**	Evaluations	**Evaluations – Regular Faculty only** Deadline for Regular faculty evaluees to request a non-department peer evaluator (mandatory deadline). **Evaluations – Regular and Associate** Peer observers are assigned from department's rotation list. Dept. Chair informs evaluees. Each evaluee has one opportunity to reject the assigned peer.	DCs
1st Tuesday of Every Month	**Tuesday, September 5, 2023**	DCC	**DCC Meeting**	DCC Co-Chairs
	Tuesday, September 5, 2023	Census	**CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM (pull enrollment numbers for Extended Lecture)**	Dean, A&R
By Week 5 Fall: 9/15/23	**Friday, September 15, 2023**	Evaluations	**Mandatory Deadline - Evaluations – Regular and Associate** • 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 (Associate)/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
By Week 6	**Friday, September 15, 2023**	Evaluations	**Evaluations – Regular and Associate** • 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
	Tuesday, September 19, 2023	Scheduling	**Proof #2 Spring 2024 distributed to Department Chairs**	
3rd Tuesday of Every Month	**Tuesday, September 19, 2023**	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
	Thursday, September 21, 2023	Course Fees	**New and Revised Course Fees for Spring 2024 Due**	SAs, DCs
	Friday, September 29, 2023	Staffing	**Associate Faculty Pool updates due to HR**	DCs SAs
	Monday, October 2, 2023	Curriculum	**COURSES DEADLINE** **Effective Term: Fall 2024* due in Curriculum Office.** **This includes new/reinstated, revised, and inactivated courses** **Any courses past due for six-year review are subject to removal from the schedule of classes**	Curriculum
	Monday, October 2, 2023	Career Ed	**Last day to encumber SWP Round 6 grant funds – unused funds will be swept**	
1st Tuesday of Every Month	**Tuesday, October 3, 2023**	DCC	**DCC Meeting**	DCC Co-Chairs
	Friday, October 6, 2023	Scheduling	**Scheduling – Proof 2 Spring 2024 due from Chairs to Supervising Administrators**	DCs
	Thursday, October 12, 2023	Scheduling	**Scheduling – Proof 2 Spring 2024 due from Supervising Administrators to Scheduling**	SAs
3rd Tuesday of Every Month	**Tuesday, October 17, 2023**	DCC/IM	**DCC-IM Meeting**	VPAA, DCC Co-Chairs
	Monday, October 23, 2023	Curriculum	**Deadline to add Distance Education (DE) to course for Summer/Fall**	Curriculum
	Friday, October 27, 2023	Scheduling	**First Glance at Spring 2024 Schedule Distributed to Supervising Administrators, Chairs and Fac.All**	VPAA
	Monday, October 30, 2023	IELM	**IELM –Budget Transfer into Departmental Accounts**	LRET
October 25 - 30	**Monday, October 30, 2023**	Scheduling	**Scheduling – Final Spring 2024 FTEF review**	VPAA Senior Deans
	Tuesday, October 31, 2023	Scheduling	**Scheduling - Spring 2024 classes available on SRJC Web site**	IT/Scheduling

	Date	Category	Description	Responsible
	Wednesday, November 1, 2023	Curriculum	**Deadline to add General Education (GE) to course for Fall 2024** **Submit new or revised courses seeking GE to the Curriculum Office.** **NOTE: Does not apply for new UC transferable courses for more details contact Kate Blackwell**	Curriculum
	Thursday, November 2, 2023	Scheduling	**Scheduling - Proof 1 Summer 2024 due from Chairs to Supervising Administrator**	DCs
By Week 12 Fall: 11/3/23	**Friday, November 3, 2023**	Evaluations	**Evaluations – Regular and Associate** 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
1st Tuesday of Every Month	**Tuesday, November 7, 2023**	DCC	**DCC Meeting**	DCC Co-Chairs
	Wednesday, November 8, 2023	Scheduling	**Scheduling - Proof 1 Summer 2024 due from Supervising Administrators to Scheduling**	SAs
By Week 13	**Wednesday, November 8, 2023**	Evaluations	**Evaluations – Associate 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 12, 2023	Grades	**MIDTERM GRADES for all semester courses due by 11:59pm**	Dean, A&R
	Sunday, November 12, 2023	Drops	**LAST DAY TO DROP STUDENTS WITH A "W" (full semester courses only) by 11:59p.m.**	Dean, A&R
	Tuesday, November 14, 2023	Scheduling	**Scheduling – Spring 2024 Temporary Faculty Agreements for adjunct/overload teaching posted in portals**	Scheduling
	Friday, November 17, 2023	Evaluations	**Evaluations – Regular and Associate: Minority Reports, if needed, are due.**	Evaluation team members
3rd Tuesday of Every Month	**Tuesday, November 21, 2023**	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Wednesday, November 29, 2023	Scheduling	**Scheduling – Proof 1 Fall 2024 due from Chairs to Supervising Administrator**	DCs
On or before	**Friday, December 1, 2023**	Staffing	**Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date.**	
By Week 16 Fall: 12/1/23 By Week 17 12/8/23	**Friday, December 1, 2023**	Evaluations	**Mandatory Deadline - Evaluations – Regular and Associate** 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
	Friday, December 1, 2023	Career Ed	**All final SWP Round 6 spending must be completed**	
	Monday, December 4, 2023	Scheduling	**Scheduling – Proof #2 Summer 2024 distributed to Department Chairs**	Scheduling
1st Tuesday of Every Month	**Tuesday, December 5, 2023**	DCC	**DCC Meeting**	DCC Co-Chairs
December 4-6	**Wednesday, December 6, 2023**	Scheduling	**Scheduling – Proof #1 Summer 2024 FTEF review**	VPAA Senior Deans
	Thursday, December 7, 2023	Scheduling	**Scheduling - Proof 1 Fall 2024 due from Supervising Administrator to Scheduling**	SAs
	Friday, December 8, 2023	Curriculum	**Certificates and Majors Deadline. Effective Term Fall 2024** **This includes all proposed new, revised, and inactivated certificates and majors**	Curriculum
	Tuesday, December 12, 2023	Scheduling	**Class Cancellation Guidelines Sent to Deans**	VPAA

By Week 18 12/15/23	**Friday, December 15, 2023**	Evaluations	**Evaluations – Regular and Associate** Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum **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
	Tuesday, December 19, 2023	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Friday, December 29, 2023	Grades	**Fall Semester 2023 Final Grades Due by 11:59 p.m.** **Supervising Admins and Department Chairs to follow up on late grades.**	DCs SAs Dean, A&R.
	Thursday, January 11, 2024	Scheduling	**Scheduling - Proof 2 Fall 2024 distributed to Department Chairs**	Scheduling
1/11-1/13	**Saturday, January 13, 2024**	Scheduling	**Scheduling – Proof #1 Fall 2023 FTEF Review**	VPAA Senior Deans
12/16/2023	**Sunday, January 14, 2024**	Break	**Winter Break**	Enjoy!
(Subject to Change)	**Monday, January 15, 2024**	PRPP	**PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.**	IT Dean, LAS
	Tuesday, January 16, 2024	Scheduling	**Spring semester classes begin**	
By Week 1 Spring 1/19/24	**Friday, January 19, 2024**	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 19, 2024	Scheduling	**Deadline for Faculty to Request Load Banking for Spring 2024**	Faculty
	Wednesday, January 24, 2024	Scheduling	**Scheduling - Proof 2 Summer 2024 due from Chairs to Supervising Administrator**	DCs
	Wednesday, January 24, 2024	Course Fees	**New and Revised Course Fees for Summer 2024 Due**	SAs DCs
By Week 2 Spring 1/26/24	**Friday, January 26, 2024**	Evaluations	**Mandatory Deadline - Evaluations – Associate** • Spreadsheets indicating Associate faculty still due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction. • Associate faculty to be evaluated are notified via District email. • Peer observers are assigned from department's rotation list for Associate 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
By Week 2 1/26/24	**Friday, January 26, 2024**	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
	Wednesday, January 31, 2024	Scheduling	**Scheduling - Proof #2 Summer 2024 due from Supervising Administrators to Scheduling**	SAs
	Thursday, February 1, 2024	Career Ed	**Release of 2024-25 Perkins & SWP Round 9 grant application**	
	Friday, February 2, 2024	IELM	**IELM - Deadline for IELM Expenditures**	Deans

	Monday, February 5, 2024	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 6, 2024**	DCC	**DCC Meeting** **PRPP Overview – 1 hour refresher**	DCC Co-Chairs Dean, LAS
	Wednesday, February 14, 2024	Scheduling	**Scheduling – Proof 2 Fall 2024 due from Chairs to Supervising Administrators**	DCs
By Week 5 Spring 2/14/24	**Wednesday, February 14, 2024**	Evaluations	**Mandatory Deadline - Evaluations – Regular and Associate** Evaluee course syllabi, schedules and Self- Assessment Report (regular faculty only) due to department chairs.	DCs
	Wednesday, February 14, 2024	Evaluations	**Evaluations – Tenure Review** VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	VPAA
	Thursday, February 15, 2024	Prof. Dev.	**Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)**	Human Resources
2/17/2024	**Sunday, February 18, 2024**	Scheduling	**Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday**	
3rd Tuesday of Every Month	**Tuesday, February 20, 2024**	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
By Week 6-11 Spring: 2/23/24-4/5/24	**Friday, February 23, 2024**	Evaluations	**Evaluations – Regular and Associate** Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
	Friday, February 23, 2024	Evaluations	**Evaluations – Tenure Review** Superintendent / President's recommendations are submitted to the Board of Trustees.	Superintendent / President
	Monday, February 26, 2024	Scheduling	**Scheduling – Proof #2 Fall 2024 due from Supervising Administrators to Scheduling**	SAs
	Thursday, February 29, 2024	Elections	**Department Chair Elections completed**	DCs SAs VPAA
	Friday, March 1, 2024	IELM	**Sweep of unspent IELM funds**	LRET
	Friday, March 1, 2024	Career Ed	**2024-25 Perkins & SWP Round 9 grant applications due to Deans**	
	Friday, March 1, 2024	Career Ed	**Last day to encumber 2023-2024 Perkins or SWP Round 7 grant funds – unused funds will be swept**	
1st Tuesday of Every Month	**Tuesday, March 5, 2024**	DCC	**DCC Meeting**	DCC Co-Chairs
	Friday, March 8, 2024	Evaluations	**Mandatory Deadline - Evaluations – Tenure Review** Board of Trustees takes action on Tenure Track faculty	Board of Trustees
	Friday, March 8, 2024	Career Ed	**Ranked 2024-25 Perkins & SWP Round 9 grant applications due from Deans to CE office**	
	Thursday, March 21, 2024	Prof. Dev.	**Professional Development Flex Day (no classes)**	Faculty
	Friday, March 22, 2024	Prof. Dev.	**Professional Development 1/2 Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)**	Faculty
	Tuesday, March 26, 2024	Scheduling	**First Glance at Summer/Fall 2024 Schedule sent to Supervising Administrators, Chairs and Fac. All**	VPAA
3/21-3/27	**Wednesday, March 27, 2024**	Scheduling	**Scheduling – Final Summer 2024 FTEF review**	VPAA Senior Deans
	Thursday, March 28, 2024	Scheduling	**Scheduling - Summer/Fall 2024 schedule available on SRJC Website**	Scheduling/IT
	Friday, March 29, 2024	Curriculum	**NEW AND SUBSTANTIVE REVISIED UC TRANSFERABLE COURSES (#1-49)** Effective Term Fall 2025 Courses that need to be submitted to UCOP are New Courses and Courses with Substantive Changes including changes in course content, course objectives, prerequisite(s), corequisite(s), decrease in units, and/or changes in hours from lecture to lab or lab to lecture.	Curriculum
1st Tuesday of	**Tuesday, April 9, 2024**	DCC	**DCC Meeting**	DCC Co-Chairs
	Wednesday, April 10, 2024	Course Fees	**New and Revised Course Fees for Fall 2024 Due**	SAs DCs

	Date	Category	Description	Responsible
(Subject to Change)	Wednesday, April 10, 2024	PRPP	PRPP Section 2: Resource Requests data entry completed for Supervisor Review	DCs SAs
	Monday, April 15, 2024	Purchasing	**District Purchasing Deadline**	Deans
	Tuesday, April 16, 2024	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
	Thursday, April 18, 2024	Scheduling	**Scheduling – Summer/Fall 2024 Temporary Faculty Agreements for adjunct/overload teaching posted in portals**	Scheduling
	Sunday, April 21, 2024	Grades	**MIDTERM GRADES for all semester courses due by 11:59pm**	Dean, A&R
	Sunday, April 21, 2024	Drops	**LAST DAY TO DROP STUDENTS WITH A "W" (full semester courses only) by 11:59p.m.**	Dean, A&R.
By Week 12 Spring: 4/12/24	Sunday, April 21, 2024	Evaluations	**Evaluations – Regular and Associate** 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
3rd Tuesday of Every Month	Tuesday, April 23, 2024	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
By Week 14 Spring: 4/26/24	Friday, April 26, 2024	Evaluations	**Evaluations – Regular and Associate** • 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
	Wednesday, May 1, 2024	Career Ed	**All final Perkins 2023-24 and SWP Round 7 spending must be completed**	
1st Tuesday of Every Month	Tuesday, May 7, 2024	DCC	**DCC Meeting**	DCC Co-Chairs
By Week 16 Spring: 5/10/24	Friday, May 10, 2024	Evaluations	**Mandatory Deadline - Evaluations – Regular and Associate** 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
(Subject to Change)	Wednesday, May 15, 2024	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
Spring: 5/10/24	Friday, May 17, 2024	Scheduling	**Deadline to accept Summer/Fall 2024 Temporary Faculty Agreements for adjunct/overload teaching.**	Faculty
3rd Tuesday of Every Month	Tuesday, May 21, 2024	DCC/IM	**DCC/IM Meeting**	VPAA, DCC Co-Chairs
	Wednesday, May 22, 2024	Scheduling	**Class Cancellation Guidelines Sent to Deans**	VPAA
By the End of the Semester 5/24/24	Friday, May 24, 2024	Evaluations	**Evaluations – Regular and Associate** Supervising Admins verify that evaluation files are complete and send files to Office of the Dean, Curriculum	Dean, Curriculum / Dean, LAS

	Date	Category	Description	Responsible
	Saturday, May 25, 2024	Commencement	**COMMENCEMENT** **Mandatory attendance for Regular Faculty**	
	Friday, May 31, 2024	Grades	**Spring Semester 2024 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.**	SAs DCs Dean, A&R.
	Friday, June 7, 2024	IELM	**IELM requisition status must be set to "closed": Completed date must be posted *for single year allocations only**	Deans
(Subject to Change)	**Tuesday, June 11, 2024**	PRPP	**PRPP** **Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval**	Deans, Directors
	Monday, June 17, 2024	Scheduling	**Summer 2024 Begins** **6 and 8 week classes**	Admissions & Records
	Thursday, June 20, 2024	Scheduling	**Deadline for Faculty to Request Load Banking for Summer 2024**	Faculty
(Subject to Change)	**Wednesday, July 10, 2024**	PRPP	**PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.**	AAC
	Thursday, August 8, 2024	Scheduling	**Scheduling - Proof 1 Spring 2025 distributed**	Scheduling VPAA
	Monday, August 12, 2024	PRPP	**PRPP - Academic Affairs will "close the loop" on planning by notifying chairs and faculty of final prioritizations.**	AAC
	Friday, August 16, 2024	Grades	**Summer 2024 Final Grade Rosters Due by 11:59 p.m.**	Dean A&R
	Friday, August 23, 2024	Scheduling	**Deadline for Faculty to Accept Temporary Assignments for Fall 2025**	Faculty