

| DUE DATE                   | CATEGORY    | TASKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RESPONSIBLE                          |
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| Thursday, July 31, 2025    | Scheduling  | Proof #1 Spring 2026 distributed to Department Chairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Scheduling                           |
| Wednesday, August 13, 2025 | Prof. Dev.  | Professional Development Flex Day<br>(for flexible calendar purposes only - no classes, no scheduled professional development activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Faculty                              |
| Wednesday, August 13, 2025 | Prof. Dev.  | New Faculty Orientation<br>District-Designated Activities Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Human Resources/<br>Academic Affairs |
| Wednesday, August 13, 2025 | DCC         | Department Chair Training Day (Wednesday Before School Starts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DCC Co-Chairs                        |
| Thursday, August 14, 2025  | Prof. Dev.  | District -designated activities (No classes) SLO Training Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |
| Friday, August 15, 2025    | Prof. Dev.  | Professional Development Activity (PDA) Day – Institutional Day<br>(Mandatory attendance for regular faculty)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Human Resources                      |
| Friday, August 14, 2026    | Grades      | Summer 2025 Final Grade Rosters Due by 11:59 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Dean, A&R                            |
| Friday July 18th, 2025     | IELM        | IELM – Deadline for Deans to rank IELM cluster requests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Deans                                |
| Monday, August 18, 2025    | Scheduling  | Fall Classes begin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |
| Monday, August 25, 2025    | Curriculum  | Curriculum – First Fall Curriculum Review Committee (CRC) meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Dean of Curriculum                   |
| Wednesday, August 20, 2025 | Curriculum  | Deadline to add Distance Education (DE) to course for Spring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Curriculum                           |
| Friday, August 22, 2025    | Scheduling  | Deadline for Faculty to Request Load Banking for Fall 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                      |
| Friday, August 29, 2025    | Evaluations | <b>Mandatory Deadline</b> - Evaluations - Associate and Regular<br>Spreadsheets indicating adjunct and regular faculty due for evaluation are distributed to department chairs and supervising admins<br><b>Faculty to be evaluated are notified via District email by the office Dean of Academic Affairs.</b>                                                                                                                                                                                                                                                                                                                    | Academic<br>Affairs/Deans            |
| Friday, August 29, 2025    | Evaluations | <b>Tenure Review (TR)</b><br>Tenure Review team composition is confirmed with supervising administrators.<br>TR faculty and TR teams are notified of their duties via District email<br>SAs retrieve blue TR file folders from HR for all faculty in tenure review                                                                                                                                                                                                                                                                                                                                                                 | Academic<br>Affairs/Deans            |
| Friday, September 5, 2025  | Evaluations | <b>Evaluations - Associate and Regular:</b><br><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> | DCs SAs                              |

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| Tuesday, September 2, 2025   | Scheduling  | Scheduling – Proof 1 Spring 2026 due from Chairs to Supervising Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | DCs<br>SAs                            |
| Thursday, September 4, 2025  | Scheduling  | Proof 1 Summer 2026 distributed to Department Chairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Scheduling<br>VPAA                    |
| Monday, September 8, 2025    | Scheduling  | Scheduling – Proof 1 Spring 2026 due from Supervising Administrator to Scheduling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SAs                                   |
| Friday, September 12, 2025   | Evaluations | <b>Evaluations – Regular Faculty only</b><br>Deadline for Regular faculty evaluatees to request a non-department peer evaluator (mandatory deadline).<br><br><b>Evaluations – Regular and Associate</b><br>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 12, 2025   | Evaluations | <b>Mandatory Deadline - Tenure Review:</b><br>Evaluatee Self-Assessment Report, course syllabi and schedules due to supervising admins                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DCs                                   |
| Tuesday, August 12, 2025     | DCC         | DCC Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DCC Co-Chairs                         |
| Monday, September 8, 2025    | Census      | CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM (pull enrollment numbers for Extended Lecture)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Dean, A&R                             |
| Friday, September 19, 2025   | Evaluations | <b>Mandatory Deadline - Evaluations – Regular and Associate</b> <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 (Associate)/Dean, Curriculum (Regular) a list of department peers and other team members who will conduct observations for each evaluatee.</li> </ul> | Dean, LAS, Dean, Curriculum, SAs, DCs |
| Friday, September 19, 2025   | Evaluations | <b>Evaluations – Tenure Review</b> <ul style="list-style-type: none"> <li>Tenure Review teams meet to organize the TR activities required (see TR Timelines)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Dean, LAS, Dean, Curriculum, SAs, DCs |
| Thursday, September 25, 2025 | Evaluations | <b>Evaluations – Regular and Associate</b> <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>Student evaluations are summarized</li> </ul>                                                                                                                                                                                                                                                                   | DCs SAs                               |
| Tuesday, September 23, 2025  | Scheduling  | Proof #2 Spring 2026 distributed to Department Chairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| Tuesday, August 19, 2025     | DCC/IM      | Department Chair Council and Instructional Managers (DCC/IM) Meeting<br>FSC reviews Faculty Staffing process at first DCC/IM meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | VPAA, DCC Co-Chairs                   |
| Friday, October 10, 2025     | Course Fees | New and Revised Course Fees for Spring 2026 Due                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SAs, DCs                              |

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| Friday, September 25, 2026                                           | Staffing    | Associate Faculty Pool updates due to HR                                                                                                                                                                                                                                                                                                                                                                                                 | DCs<br>SAs                   |
| 5/23/2025 (this may change due to software conversion)               | Curriculum  | <b>COURSES DEADLINE</b><br>Effective Term: Fall <b>2026*</b> due in Curriculum Office.<br>This includes new/reinstated, revised, and inactivated courses<br>Any courses past due for six-year review are subject to removal from the schedule of classes                                                                                                                                                                                 | Curriculum                   |
| Tuesday, September 9, 2025                                           | DCC         | DCC Meeting                                                                                                                                                                                                                                                                                                                                                                                                                              | DCC Co-Chairs                |
| Friday, October 10, 2025                                             | Scheduling  | Scheduling – Proof 2 Spring 2026 due from Chairs to Supervising Administrators                                                                                                                                                                                                                                                                                                                                                           | DCs/Deans                    |
| Thursday, October 16, 2025                                           | Scheduling  | Scheduling – Proof 2 Spring 2026 due from Supervising Administrators to Scheduling                                                                                                                                                                                                                                                                                                                                                       | Sas                          |
| Tuesday, September 16, 2025                                          | DCC/IM      | DCC-IM Meeting                                                                                                                                                                                                                                                                                                                                                                                                                           | VPAA, DCC Co-Chairs          |
| Traditionally 10/22, but may be different due to software conversion | Curriculum  | Deadline to add Distance Education (DE) to course for Summer/Fall                                                                                                                                                                                                                                                                                                                                                                        | Curriculum                   |
| Friday, October 31, 2025                                             | Scheduling  | First Glance at Spring 2026 Schedule Distributed to Supervising Administrators, Chairs and Fac.All                                                                                                                                                                                                                                                                                                                                       | VPAA                         |
| Friday October 31st, 2025                                            | IELM        | IELM –Budget Transfer into Departmental Accounts                                                                                                                                                                                                                                                                                                                                                                                         | LRET                         |
| Friday, October 31, 2025                                             | Scheduling  | Scheduling – Final Spring 2026 FTEF review                                                                                                                                                                                                                                                                                                                                                                                               | VPAA<br>Senior Deans         |
| Tuesday, November 4, 2025                                            | Scheduling  | Scheduling - Spring 2026 classes available on SRJC Web site                                                                                                                                                                                                                                                                                                                                                                              | IT/Scheduling                |
| Traditionally 11/1, but amy be different due to software conversion  | Curriculum  | Deadline to add General Education (GE) to course for Fall <b>2026</b><br>Submit new or revised courses seeking GE to the Curriculum Office.<br>NOTE: Does not apply for new UC transferable courses for more details contact Kate Blackwell                                                                                                                                                                                              | Curriculum                   |
| Friday, October 31, 2025                                             | Scheduling  | Scheduling - Proof 1 Summer 2026 due from Chairs to Supervising Administrator                                                                                                                                                                                                                                                                                                                                                            | DCs                          |
| Monday, November 3, 2025                                             | Evaluations | <b>Evaluations – Regular and Associate</b><br>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<br>observers |
| Tuesday, October 14, 2025                                            | DCC         | DCC Meeting                                                                                                                                                                                                                                                                                                                                                                                                                              | DCC Co-Chairs                |
| Friday, November 7, 2025                                             | Scheduling  | Scheduling - Proof 1 Summer 2026 due from Supervising Administrators to Scheduling                                                                                                                                                                                                                                                                                                                                                       | SAs                          |
| Friday, November 7, 2025                                             | Evaluations | <b>Evaluations – Associate and Regular</b><br>Team members confer regarding Final Report (for details, see Timeline in Article 14 of the District/AFA Contract)                                                                                                                                                                                                                                                                          | SAs DCs Peer<br>Evaluators   |
| Monday, October 20 - Sunday, November 16, 2025                       | Grades      | MIDTERM GRADES for all semester courses due by 11:59pm                                                                                                                                                                                                                                                                                                                                                                                   | Dean, A&R                    |
| Sunday, November 16, 2025                                            | Drops       | LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m.                                                                                                                                                                                                                                                                                                                                                           | Dean, A&R                    |

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| Thursday, December 11, 2025                                         | Scheduling  | Scheduling – Spring 2026 Temporary Faculty Agreements for adjunct/overload teaching posted in portals                                                                                                                                                              | Scheduling              |
| Friday, November 21, 2025                                           | Evaluations | Evaluations – Regular and Associate: Minority Reports, if needed, are due.                                                                                                                                                                                         | Evaluation team members |
| Tuesday, October 21, 2025                                           | DCC/IM      | DCC/IM Meeting                                                                                                                                                                                                                                                     | VPAA, DCC Co-Chairs     |
| Thursday, September 4, 2025                                         | Scheduling  | Proof 1 Fall 2026 distributed to Department Chairs                                                                                                                                                                                                                 |                         |
| Wednesday, November 26, 2025                                        | Scheduling  | Scheduling – Proof 1 Fall 2026 due from Chairs to Supervising Administrator                                                                                                                                                                                        | DCs                     |
| Monday, December 1, 2025                                            | Staffing    | Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date.                                                                                                                                                |                         |
| Friday, December 5, 2025                                            | Evaluations | <b>Mandatory Deadline</b> - Evaluations – Regular and Associate<br>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) | DCs SAs Peer Evaluators |
| Friday, December 5, 2025                                            | Evaluations | <b>Evaluations – Tenure Review</b><br>Observations and student evals are completed<br>SAs prepare summaries of student evals<br>Team Member Reports are completed                                                                                                  | DCs SAs Peer Evaluators |
| Tuesday, December 2, 2025                                           | Scheduling  | Scheduling – Proof #2 Summer 2026 distributed to Department Chairs                                                                                                                                                                                                 | Scheduling              |
| Tuesday, November 11, 2025                                          | DCC         | DCC Meeting                                                                                                                                                                                                                                                        | DCC Co-Chairs           |
| Tuesday, December 2, 2025                                           | Scheduling  | Scheduling – Proof #1 Summer 2026 FTEF review                                                                                                                                                                                                                      | VPAA<br>Senior Deans    |
| Friday, December 5, 2025                                            | Scheduling  | Scheduling - Proof 1 Fall 2025 due from Supervising Administrator to Scheduling                                                                                                                                                                                    | SAs                     |
| Traditionally 10/2, but may be different due to software conversion | Curriculum  | Certificates and Majors Deadline. Effective Term Fall <b>2026</b><br>This includes all proposed new, revised, and inactivated certificates and majors                                                                                                              | Curriculum              |
| Friday, December 12, 2025                                           | Scheduling  | Spring 2026 Class Cancellation Guidelines Sent to Deans                                                                                                                                                                                                            | VPAA                    |
| Friday, December 5, 2025                                            |             | Evaluations – Tenure Review<br>• Each team member meets with TR faculty member to review and sign the individual Team Member Report.<br>• TR teams meet to discuss and prepare Yearly Report.                                                                      |                         |
| Friday, December 19, 2025                                           | Evaluations | Evaluations – Regular and Associate<br>Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum                                                                                                      | TR Team Members<br>SAs  |

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| Friday, December 19, 2025                         | Evaluations | <b>Evaluations – Tenure Review</b> <ul style="list-style-type: none"> <li>• Probationary faculty member delivers responses, if any, to Team Member Reports to the Supervising Admin</li> <li>• Yearly Report and Minority Yearly Reports (if any) are completed, and the teams meet with probationary faculty member to discuss the Yearly Report.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TR Team Members<br>SAs                 |
| Tuesday, November 18, 2025                        | DCC/IM      | <b>DCC/IM Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | VPAA, DCC Co-Chairs                    |
| Friday, January 2, 2026                           | Grades      | <b>Fall Semester 2025 Final Grades Due by 11:59 p.m.</b><br><b>Supervising Admins and Department Chairs to follow up on late grades.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DCs SAs<br>Dean, A&R.                  |
| Thursday, January 8, 2026                         | Scheduling  | <b>Scheduling - Proof 2 Fall 2026 distributed to Department Chairs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Scheduling                             |
| Thursday, January 8, 2026                         | Scheduling  | <b>Scheduling – Proof #1 Fall 2026 FTEF Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | VPAA<br>Senior Deans                   |
| Saturday, December 13 - Friday, December 19, 2025 | Break       | <b>Winter Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Enjoy!                                 |
| Monday, January 12, 2026                          | PRPP        | <b>PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | IT<br>Dean, LAS                        |
| Monday, January 12, 2026                          | Scheduling  | <b>Spring semester classes begin</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| Friday, January 16, 2026                          | Scheduling  | <b>Deadline for Faculty to Request Load Banking for Spring 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Faculty                                |
| Wednesday, January 21, 2026                       | Scheduling  | <b>Scheduling - Proof 2 Summer 2026 due from Chairs to Supervising Administrator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DCs                                    |
| Tuesday, March 3, 2026                            | Course Fees | <b>New and Revised Course Fees for Summer 2026 Due</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SAs DCs                                |
| Friday, January 23, 2026                          | Evaluations | <b>Mandatory Deadline - Evaluations – Associate</b> <ul style="list-style-type: none"> <li>• Spreadsheets indicating Associate faculty still due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction.</li> <li>• Associate faculty to be evaluated are notified via District email.</li> <li>• Peer observers are assigned from department’s rotation list for Associate faculty due for evaluation during spring semester.</li> </ul><br><b>Mandatory Deadline - Evaluations – Regular</b> <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,<br>Curriculum DCs SAs |

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| Friday, January 30, 2026            | Evaluations | <b>Mandatory Deadline - Evaluations – Tenure Review</b><br>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                                                          |
| <b>Wednesday, January 28, 2026</b>  | Scheduling  | <b>Scheduling - Proof #2 Summer 2026 due from Supervising Administrators to Scheduling</b>                                                                                                                                                                                                                                                                                                                                                                         | SAs                                                          |
| <b>Sunday, February 15, 2026</b>    | Career Ed   | <b>Release of 2026-27 Perkins &amp; SWP Round 9 grant application</b>                                                                                                                                                                                                                                                                                                                                                                                              |                                                              |
| <b>Friday January 30th, 2026</b>    | IELM        | <b>IELM - Deadline for IELM Expenditures</b>                                                                                                                                                                                                                                                                                                                                                                                                                       | Deans                                                        |
| <b>Monday, February 2, 2026</b>     | Census      | <b>CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM</b>                                                                                                                                                                                                                                                                                                                                                                                                    | DCs SAs<br>Dean, Admissions,<br>Records &<br>Enrollment Dev. |
| <b>Tuesday, December 9, 2025</b>    | DCC         | <b>DCC Meeting<br/>PRPP Overview – 1 hour refresher</b>                                                                                                                                                                                                                                                                                                                                                                                                            | DCC Co-Chairs<br>Dean, LAS                                   |
| <b>Wednesday, February 11, 2026</b> | Scheduling  | <b>Scheduling – Proof 2 Fall 2026 due from Chairs to Supervising Administrators</b>                                                                                                                                                                                                                                                                                                                                                                                | DCs                                                          |
| <b>Tuesday, February 17, 2026</b>   | Evaluations | <b>Mandatory Deadline - Evaluations – Regular and Associate</b><br>Evaluatee course syllabi, schedules and Self- Assessment Report (regular faculty only) due to department chairs.                                                                                                                                                                                                                                                                                | DCs                                                          |
| <b>Tuesday, February 17, 2026</b>   | Evaluations | <b>Evaluations – Tenure Review</b><br>VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.                                                                                                                                                                                                                                                                                                                                  | VPAA                                                         |
| <b>Thursday, February 12, 2026</b>  | Prof. Dev.  | <b>Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)</b>                                                                                                                                                                                                                                                                                                                     | Human Resources                                              |
| <b>2/14 &amp; 2/15, 2026</b>        | Scheduling  | <b>Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday</b>                                                                                                                                                                                                                                                                                                                                                                           |                                                              |
| <b>Tuesday, December 16, 2025</b>   | DCC/IM      | <b>DCC/IM Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | VPAA, DCC Co-Chairs                                          |
| <b>Friday, April 3, 2026</b>        | Evaluations | <b>Evaluations – Regular and Associate</b><br>Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.                                                                                                                                                                                                                                                                                                           | Evaluation Team<br>Observers                                 |
| <b>Friday, February 20, 2026</b>    | Evaluations | <b>Evaluations – Regular and Associate</b><br>DC sends syllabi, schedule to peer observers and SA (email preferred).<br>SA provides Dean, Academic Affairs with list of peer observers assigned to evaluatees, as well as which members of the team will observe                                                                                                                                                                                                   | DC, SA                                                       |
| <b>Monday, February 23, 2026</b>    | Evaluations | <b>Evaluations – Tenure Review</b><br>Superintendent / President's recommendations are submitted to the Board of Trustees.                                                                                                                                                                                                                                                                                                                                         | Superintendent /<br>President                                |
| <b>Friday, February 20, 2026</b>    | Scheduling  | <b>Scheduling – Proof #2 Fall 2026 due from Supervising Administrators to Scheduling</b>                                                                                                                                                                                                                                                                                                                                                                           | SAs                                                          |
| <b>Thursday, February 26, 2026</b>  | Elections   | <b>Department Chair Elections completed</b>                                                                                                                                                                                                                                                                                                                                                                                                                        | DCs SAs<br>VPAA                                              |

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| Friday February 27th, 2026                                         | IELM        | Sweep of unspent IELM funds                                                                                                                                                                                                                                                                                                                                       | LRET                 |
| Monday, March 23, 2026                                             | Career Ed   | 2026-27 Perkins & SWP Round 9 grant applications due to Deans                                                                                                                                                                                                                                                                                                     |                      |
| Sunday, March 1, 2026                                              | Career Ed   | Last day to encumber 2025-2026 Perkins or SWP Round 7 grant funds – unused funds will be swept                                                                                                                                                                                                                                                                    |                      |
| Tuesday, January 13, 2026                                          | DCC         | DCC Meeting                                                                                                                                                                                                                                                                                                                                                       | DCC Co-Chairs        |
| Monday, March 9, 2026                                              | Evaluations | <b>Mandatory Deadline</b> - Evaluations – Tenure Review<br>Board of Trustees takes action on Tenure Track faculty                                                                                                                                                                                                                                                 | Board of Trustees    |
| Monday, March 30, 2026                                             | Career Ed   | 2026-27 Perkins & SWP Round 9 grant applications due from Deans to CE office                                                                                                                                                                                                                                                                                      |                      |
| Thursday, March 19, 2026                                           | Prof. Dev.  | Professional Development Flex Day (no classes)                                                                                                                                                                                                                                                                                                                    | Faculty              |
| Friday, March 20, 2026                                             | Prof. Dev.  | Professional Development 1/2 Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)                                                                                                                                                                                                                   | Faculty              |
| Thursday, March 26, 2026                                           | Scheduling  | First Glance for Summer 2026 and Fall 2026 Schedule sent to Supervising Administrators, Chairs and Fac. All                                                                                                                                                                                                                                                       | VPAA                 |
| Friday, July 3, 2026                                               |             | First Glance at Fall 2026 Schedule sent to Supervising Administrators, Chairs and Fac. All                                                                                                                                                                                                                                                                        |                      |
| Thursday, March 26, 2026                                           | Scheduling  | Scheduling – Final Summer and Fall 2026 FTEF review                                                                                                                                                                                                                                                                                                               | VPAA<br>Senior Deans |
| Wednesday, April 1, 2026                                           | Scheduling  | Scheduling - Fall 2026 schedule available on SRJC Website                                                                                                                                                                                                                                                                                                         |                      |
| Wednesday, April 1, 2026                                           | Scheduling  | Scheduling - Summer 2026 schedule available on SRJC Website                                                                                                                                                                                                                                                                                                       | Scheduling/IT        |
| Traditionally 3/28 but may be different due to software conversion | Curriculum  | NEW AND SUBSTANTIVE REVISED UC TRANSFERABLE COURSES (#1-49)<br>Effective Term Fall 2026 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           |
| Tuesday, March 3, 2026                                             | Course Fees | New and Revised Course Fees for Fall 2025 Due                                                                                                                                                                                                                                                                                                                     | SAs DCs              |
| Friday, April 10, 2026                                             | PRPP        | PRPP Section 2: Resource Requests data entry completed for Supervisor Review                                                                                                                                                                                                                                                                                      | DCs<br>SAs           |
| Monday, April 13, 2026                                             | Purchasing  | District Purchasing Deadline                                                                                                                                                                                                                                                                                                                                      | Deans                |
| Tuesday, April 14, 2026                                            | PRPP        | PRPP - Prioritize Resource Requests<br>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              |
| Wednesday, April 15, 2026                                          | Scheduling  | Scheduling – Summer 2026 Temporary Faculty Agreements for adjunct/overload teaching posted in portals                                                                                                                                                                                                                                                             | Scheduling           |
| Monday, March 23 - Sunday, April 19, 2026                          | Grades      | MIDTERM GRADES for all semester courses due by 11:59pm                                                                                                                                                                                                                                                                                                            | Dean, A&R            |
| Sunday, April 19, 2026                                             | Drops       | LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m.                                                                                                                                                                                                                                                                                    | Dean, A&R.           |

|                            |              |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |
|----------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Friday, April 10, 2026     | Evaluations  | <b>Evaluations – Regular and Associate</b><br>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       |
| Tuesday, January 20, 2026  | DCC/IM       | <b>DCC/IM Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | VPAA, DCC Co-Chairs             |
| Friday, April 24, 2026     | Evaluations  | <b>Evaluations – Regular and Associate</b><br>• Minority Reports, if needed, are due.<br>Team members confer regarding Final Report (for details, see Timeline in Article 14 of the District/AFA Contract)                                                                                                                                                                                                                               | Evaluation Team Members         |
| Friday, May 1, 2026        | Career Ed    | <b>All final Perkins 2025-26 and SWP Round 7 spending must be completed</b>                                                                                                                                                                                                                                                                                                                                                              |                                 |
| Tuesday, February 10, 2026 | DCC          | <b>DCC Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                       | DCC Co-Chairs                   |
| Friday, May 1, 2026        | Evaluations  | <b>Mandatory Deadline - Evaluations – Regular and Associate</b><br>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                |
| Friday, May 22, 2026       | PRPP         | <b>PRPP</b><br>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                |
| Wednesday, April 15, 2026  | Scheduling   | <b>Scheduling – Fall 2026 Temporary Faculty Agreements for adjunct/overload teaching posted in portals</b>                                                                                                                                                                                                                                                                                                                               | Scheduling                      |
| Tuesday, February 17, 2026 | DCC/IM       | <b>DCC/IM Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | VPAA, DCC Co-Chairs             |
| Friday, May 29, 2026       | Scheduling   | <b>Summer 2026 Class Cancellation Guidelines Sent to Deans</b>                                                                                                                                                                                                                                                                                                                                                                           | VPAA                            |
| Friday, May 22, 2026       | Evaluations  | <b>Evaluations – Regular and Associate</b><br>Supervising Admins verify that evaluation files are complete and send files to Office of the Dean, Curriculum                                                                                                                                                                                                                                                                              | Dean, Curriculum /<br>Dean, LAS |
| Saturday, May 23, 2026     | Commencement | <b>COMMENCEMENT</b><br><b>Mandatory attendance for Regular Faculty</b>                                                                                                                                                                                                                                                                                                                                                                   |                                 |
| Friday, May 29, 2026       | Grades       | <b>Spring Semester 2026 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.</b>                                                                                                                                                                                                                                                                                                                    | SAs DCs<br>Dean, A&R.           |
| Friday June 5th, 2026      | IELM         | <b>IELM requisition must be "closed" or set up as a rollover/liability if applicable</b>                                                                                                                                                                                                                                                                                                                                                 | Deans                           |
| Wednesday, June 10, 2026   | PRPP         | <b>PRPP</b><br>Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval                                                                                                                                                                                                                                                                                                | Deans, Directors                |
| Monday, July 27, 2026      | Scheduling   | <b>Fall 2026 Class Cancellation Guidelines Sent to Deans</b>                                                                                                                                                                                                                                                                                                                                                                             | VPAA                            |

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|-------------------------|------------|---------------------------------------------------------------------------------------------------------------------|----------------------|
| Monday, June 15, 2026   | Scheduling | Summer 2026 Begins<br>6 and 8 week classes                                                                          | Admissions & Records |
| Thursday, June 18, 2026 | Scheduling | Deadline for Faculty to Request Load Banking for Summer 2026                                                        | Faculty              |
| Wednesday, July 8, 2026 | PRPP       | PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.                            | AAC                  |
| Monday, August 10, 2026 | PRPP       | PRPP - Academic Affairs will “close the loop” on planning by notifying chairs and faculty of final prioritizations. | AAC                  |
| Friday, August 14, 2026 | Grades     | Summer 2026 Final Grade Rosters Due by 11:59 p.m.                                                                   | Dean A&R             |