

DUE DATE	CATEGORY	TASKS	RESPONSIBLE
Thursday, July 31, 2025	Scheduling	Proof #1 Spring 2026 distributed to Department Chairs	Scheduling
Tuesday, August 12, 2025	DCC	DCC Meeting	DCC Co-Chairs
Wednesday, August 13, 2025	Prof. Dev.	New Faculty Orientation District-Designated Activities Day	Human Resources/ Academic Affairs
Wednesday, August 13, 2025	DCC	Department Chair Training Day (Wednesday Before School Starts)	DCC Co-Chairs
Monday, August 18, 2025	Scheduling	Fall Classes begin	
Tuesday, August 19, 2025	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
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	
Monday, August 25, 2025	Curriculum	Curriculum – First Fall Curriculum Review Committee (CRC) meeting	Dean of Curriculum
Friday, August 29, 2025	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.	Academic Affairs/Deans
Friday, August 29, 2025	Evaluations	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	Academic Affairs/Deans
Tuesday, September 2, 2025	Scheduling	Scheduling – Proof 1 Spring 2026 due from Chairs to Supervising Administrator	DCs SAs
Thursday, September 4, 2025	Scheduling	Proof 1 Fall 2026 distributed to Department Chairs	
Friday, September 5, 2025	Evaluations	Evaluations - Associate and Regular: <ul style="list-style-type: none"> Dept. Chair assigns alternate peer (next name on rotation list) for any evaluatee 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 evaluatee via District email of their evaluation team members (except non-dept. peer request) 	DCs SAs

Monday, September 8, 2025	Scheduling	Scheduling – Proof 1 Spring 2026 due from Supervising Administrator to Scheduling	SAs
Tuesday, September 9, 2025	DCC	DCC Meeting	DCC Co-Chairs
Friday, September 12, 2025	Evaluations	<p>Evaluations – Regular Faculty only Deadline for Regular faculty evaluatees to request a non-department peer evaluator (mandatory deadline).</p> <p>Evaluations – Regular and Associate Peer observers are assigned from department’s rotation list. Dept. Chair informs evaluatees. Each evaluatee has one opportunity to reject the assigned peer.</p>	DCs
Friday, September 12, 2025	Evaluations	<p>Mandatory Deadline - Tenure Review: Evaluatee Self-Assessment Report, course syllabi and schedules due to supervising admins</p>	DCs
Tuesday, September 16, 2025	DCC/IM	DCC-IM Meeting	VPAA, DCC Co-Chairs
Friday, September 19, 2025	Evaluations	<p>Mandatory Deadline - Evaluations – Regular and Associate</p> <ul style="list-style-type: none"> • Dean, Curriculum coordinates the selection of non-department peers (regular faculty evals only) and notifies evaluatees and members of the evaluation teams. • Evaluatee 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 evaluatee. 	Dean, LAS, Dean, Curriculum, SAs, DCs

Friday, September 19, 2025	Evaluations	Evaluations – Tenure Review • Tenure Review teams meet to organize the TR activities required (see TR Timelines)	Dean, LAS, Dean, Curriculum, SAs, DCs
Tuesday, September 23, 2025	Scheduling	Proof #2 Spring 2026 distributed to Department Chairs	
Thursday, September 25, 2025	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
Friday, October 10, 2025	Course Fees	New and Revised Course Fees for Spring 2026 Due	SAs, DCs
Friday, October 10, 2025	Scheduling	Scheduling – Proof 2 Spring 2026 due from Chairs to Supervising Administrators	DCs/Deans
Tuesday, October 14, 2025	DCC	DCC Meeting	DCC Co-Chairs
Thursday, October 16, 2025	Scheduling	Scheduling – Proof 2 Spring 2026 due from Supervising Administrators to Scheduling	SAs
Tuesday, October 21, 2025	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Friday, October 31, 2025	Scheduling	Proof 1 Summer 2026 distributed to Department Chairs	Scheduling VPAA
Friday, October 31, 2025	Scheduling	First Glance at Spring 2026 Schedule Distributed to Supervising Administrators, Chairs and Fac.All	VPAA
Friday, October 31, 2025	Scheduling	Scheduling – Final Spring 2026 FTEF review	VPAA Senior Deans
Friday, October 31, 2025	Scheduling	Scheduling - Proof 1 Summer 2026 due from Chairs to Supervising Administrator	DCs
Monday, November 3, 2025	Evaluations	Evaluations – Regular and Associate 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, November 4, 2025	Scheduling	Scheduling - Spring 2026 classes available on SRJC Web site	IT/Scheduling
Friday, November 7, 2025	Scheduling	Scheduling - Proof 1 Summer 2026 due from Supervising Administrators to Scheduling	SAs
Friday, November 7, 2025	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
Tuesday, November 11, 2025	DCC	DCC Meeting	DCC Co-Chairs
Tuesday, November 18, 2025	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Friday, November 21, 2025	Evaluations	Evaluations – Regular and Associate: Minority Reports, if needed, are due.	Evaluation team members
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.	
Tuesday, December 2, 2025	Scheduling	Scheduling – Proof #2 Summer 2026 distributed to Department Chairs	Scheduling
Tuesday, December 2, 2025	Scheduling	Scheduling – Proof #1 Summer 2026 FTEF review	VPAA Senior Deans
Friday, December 5, 2025	Evaluations	Mandatory Deadline - Evaluations – Regular and Associate 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	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 5, 2025	Scheduling	Scheduling - Proof 1 Fall 2025 due from Supervising Administrator to Scheduling	SAs
Friday, December 5, 2025		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.	
Monday, December 8, 2025	Scheduling	Spring 2026 Open Web Registration for ALL students begins	Admissions
Tuesday, December 9, 2025	DCC	DCC Meeting PRPP Overview – 1 hour refresher	DCC Co-Chairs Dean, LAS
Thursday, December 11, 2025	Scheduling	Scheduling – Spring 2026 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Friday, December 12, 2025	Scheduling	Spring 2026 Class Cancellation Guidelines Sent to Deans	VPAA
Tuesday, December 16, 2025	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Friday, December 19, 2025	Evaluations	Evaluations – Regular and Associate Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean,	TR Team Members SAs
Friday, December 19, 2025	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.	TR Team Members SAs
Friday, January 2, 2026	Grades	Fall Semester 2025 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 8, 2026	Scheduling	Scheduling - Proof 2 Fall 2026 distributed to Department Chairs	Scheduling

Thursday, January 8, 2026	Scheduling	Scheduling – Proof #1 Fall 2026 FTEF Review	VPAA Senior Deans
Monday, January 12, 2026	PRPP	PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.	IT Dean, LAS
Monday, January 12, 2026	Scheduling	Spring semester classes begin	
Tuesday, January 13, 2026	DCC	DCC Meeting	DCC Co-Chairs
Friday, January 16, 2026	Scheduling	Deadline for Faculty to Request Load Banking for Spring 2026	Faculty
Tuesday, January 20, 2026	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Wednesday, January 21, 2026	Scheduling	Scheduling - Proof 2 Summer 2026 due from Chairs to Supervising Administrator	DCs
Friday, January 23, 2026	Evaluations	Mandatory Deadline - Evaluations – Associate <ul style="list-style-type: none"> • 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 	Dean, LAS, Dean, Curriculum DCs SAs
Wednesday, January 28, 2026	Scheduling	Scheduling - Proof #2 Summer 2026 due from Supervising Administrators to Scheduling	SAs
Friday, January 30, 2026	Evaluations	Mandatory Deadline - Evaluations – Tenure Review Mandatory Deadline for Supervising Administrator to deliver the Yearly Report, Minority Yearly Reports (if any),	SAs
Monday, February 2, 2026	Census	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM	DCs SAs Dean, Admissions, Records & Enrollment Dev.
Tuesday, February 10, 2026	DCC	DCC Meeting	DCC Co-Chairs
Wednesday, February 11, 2026	Scheduling	Scheduling – Proof 2 Fall 2026 due from Chairs to Supervising Administrators	DCs
Thursday, February 12, 2026	Prof. Dev.	Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)	Human Resources
Sunday, February 15, 2026	Career Ed	Release of 2026-27 Perkins & SWP Round 9 grant application	
Tuesday, February 17, 2026	Evaluations	Mandatory Deadline - Evaluations – Regular and Associate Evaluee course syllabi, schedules and Self- Assessment Report (regular faculty only) due to department chairs.	DCs
Tuesday, February 17, 2026	Evaluations	Evaluations – Tenure Review VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	VPAA
Tuesday, February 17, 2026	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs

Friday, February 20, 2026	Evaluations	Evaluations – Regular and Associate DC sends syllabi, schedule to peer observers and SA (email preferred). 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
<i>Friday, February 20, 2026</i>	Scheduling	Scheduling – Proof #2 Fall 2026 due from Supervising Administrators to Scheduling	SAs
Monday, February 23, 2026	Evaluations	Evaluations – Tenure Review Superintendent / President’s recommendations are submitted to the Board of Trustees.	Superintendent / President
Thursday, February 26, 2026	Elections	Department Chair Elections completed	DCs SAs VPAA
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, March 3, 2026	Course Fees	New and Revised Course Fees for Summer 2026 Due	SAs DCs
Tuesday, March 3, 2026	Course Fees	New and Revised Course Fees for Fall 2025 Due	SAs DCs
Monday, March 9, 2026	Evaluations	Mandatory Deadline - Evaluations – Tenure Review Board of Trustees takes action on Tenure Track faculty	Board of Trustees
Monday, March 23, 2026	Career Ed	2026-27 Perkins & SWP Round 9 grant applications due to Deans	
Thursday, March 26, 2026	Scheduling	First Glance for Summer 2026 and Fall 2026 Schedule sent to Supervising Administrators, Chairs and Fac. All	VPAA
Thursday, March 26, 2026	Scheduling	Scheduling – Final Summer and Fall 2026 FTEF review	VPAA Senior Deans
Monday, March 30, 2026	Career Ed	2026-27 Perkins & SWP Round 9 grant applications due from Deans to CE office	
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
Friday, April 3, 2026	Evaluations	Evaluations – Regular and Associate Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
Friday, April 10, 2026	PRPP	PRPP Section 2: Resource Requests data entry completed for Supervisor Review	DCs SAs

Friday, April 10, 2026	Evaluations	Evaluations – Regular and Associate 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
Monday, April 13, 2026	Purchasing	District Purchasing Deadline	Deans
Tuesday, April 14, 2026	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
Wednesday, April 15, 2026	Scheduling	Scheduling – Summer 2026 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Wednesday, April 15, 2026	Scheduling	Scheduling – Fall 2026 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Monday, April 20, 2026	Scheduling	Summer/Fall 2026 Priority Web Registration for continuing students begins	Admissions
Friday, April 24, 2026	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
Friday, May 1, 2026	Career Ed	All final Perkins 2025-26 and SWP Round 7 spending must be completed	
Friday, May 1, 2026	Evaluations	Mandatory Deadline - Evaluations – Regular and Associate 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
Wednesday, May 6, 2026	Scheduling	Summer/Fall 2026 Open Web Registration for ALL students begins	Admissions
Friday, May 22, 2026	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
Friday, May 22, 2026	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
Saturday, May 23, 2026	Commencement	COMMENCEMENT Mandatory attendance for Regular Faculty	
Friday, May 29, 2026	Scheduling	Summer 2026 Class Cancellation Guidelines Sent to Deans	VPAA
Wednesday, June 10, 2026	PRPP	PRPP Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval	Deans, Directors

Monday, June 15, 2026	Scheduling	Summer 2026 Begins 6 and 8 week classes	Admissions & Records
Thursday, June 18, 2026	Scheduling	Deadline for Faculty to Request Load Banking for Summer 2026	Faculty
Friday, July 3, 2026		First Glance at Fall 2026 Schedule sent to Supervising Administrators, Chairs and Fac. All	
Wednesday, July 8, 2026	PRPP	PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.	AAC
Monday, July 27, 2026	Scheduling	Fall 2026 Class Cancellation Guidelines Sent to Deans	VPAA
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 2025 Final Grade Rosters Due by 11:59 p.m.	Dean, A&R
Friday, September 25, 2026	Staffing	Associate Faculty Pool updates due to HR	DCs SAs
11/16/20226	Scheduling	Spring 2026 Priority Web Registration for continuing students begins	Admissions
2/14 & 2/15, 2026	Scheduling	Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday	
5/23/2025 (this may change due to software conversion)	Curriculum	COURSES DEADLINE Effective Term: Fall 2026* 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
Friday February 27th, 2026	IELM	Sweep of unspent IELM funds	LRET
Friday January 30th, 2026	IELM	IELM - Deadline for IELM Expenditures	Deans
Friday July 18th, 2025	IELM	IELM – Deadline for Deans to rank IELM cluster requests.	Deans
Friday June 5th, 2026	IELM	IELM requisition must be "closed" or set up as a rollover/liability if applicable	Deans
Friday October 31st, 2025	IELM	IELM –Budget Transfer into Departmental Accounts	LRET
Friday, August 14, 2026	Grades	Summer 2026 Final Grade Rosters Due by 11:59 p.m.	Dean A&R
Friday, August 15, 2025	Prof. Dev.	Professional Development Activity (PDA) Day – Institutional Day (Mandatory attendance for regular faculty)	Human Resources
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
Friday, May 29, 2026	Grades	Spring Semester 2026 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.	SAs DCs Dean, A&R.
Monday, March 23 - Sunday, April 19, 2026	Grades	MIDTERM GRADES for all semester courses due by 11:59pm	Dean, A&R
Monday, October 20 - Sunday, November 16, 2025	Grades	MIDTERM GRADES for all semester courses due by 11:59pm	Dean, A&R
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
Saturday, December 13 - Friday, December 19, 2025	Break	Winter Break	Enjoy!
Sunday, April 19, 2026	Drops	LAST DAY TO DROP STUDENTS WITH A "W" (full semester courses only) by 11:59p.m.	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
Thursday, August 14, 2025	Prof. Dev.	District -designated activities (No classes) SLO Training Day	
Thursday, March 19, 2026	Prof. Dev.	Professional Development Flex Day (no classes)	Faculty
Traditionally 10/2, but may be different due to software conversion	Curriculum	Certificates and Majors Deadline. Effective Term Fall 2026 This includes all proposed new, revised, and inactivated certificates and majors	Curriculum
Traditionally 10/22, but may be different due to software conversion	Curriculum	Deadline to add Distance Education (DE) to course for Summer/Fall	Curriculum
Traditionally 11/1, but may be different due to software conversion	Curriculum	Deadline to add General Education (GE) to course for Fall 2026 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
Traditionally 3/28 but may be different due to software conversion	Curriculum	NEW AND SUBSTANTIVE REVISED UC TRANSFERABLE COURSES (#1-49) 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
Wednesday, August 13, 2025	Prof. Dev.	Professional Development Flex Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Faculty