

| DUE DATE | CATEGORY | TASKS | RESPONSIBLE |
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| Thursday, August 1, 2024 | Scheduling | Proof #1 Spring 2025 distributed to Department Chairs | Scheduling |
| Wednesday, August 14, 2024 | Prof. Dev. | Professional Development Flex Day (for flexible calendar purposes only - no classes, no scheduled professional development activities) | Faculty |
| Wednesday, August 14, 2024 | Prof. Dev. | New Faculty Orientation District-Designated Activities Day | Human Resources/ Academic Affairs |
| Wednesday August 14, 2024 | DCC | Department Chair Training Day (Wednesday Before School Starts) | DCC Co-Chairs |
| Thursday, August 15, 2024 | Prof. Dev. | District -designated activities (No classes) SLO Training Day | |
| Friday, August 16, 2024 | Prof. Dev. | Professional Development Activity (PDA) Day – Institutional Day (Mandatory attendance for regular faculty) | Human Resources |
| Friday, August 16, 2024 | Grades | Summer 2024 Final Grade Rosters Due by 11:59 p.m. | Dean, A&R |
| Tuesday, June 25, 2024 | IELM | IELM – Deadline for Deans to rank IELM cluster requests. | Deans |
| Monday, August 19, 2024 | Scheduling | Fall Classes begin | |
| Monday, August 26, 2024 | Curriculum | Curriculum – First Fall Curriculum Review Committee (CRC) meeting | Dean of Curriculum |
| Tuesday, August 20, 2024 | Curriculum | Deadline to add Distance Education (DE) to course for Spring | Curriculum |
| Friday, August 23, 2024 | Scheduling | Deadline for Faculty to Request Load Banking for Fall 2024 | |
| Friday, August 30, 2024 | 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 30, 2024 | 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 |
| Friday, September 6, 2024 | 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 evaluatees via District email of their evaluation team members (except non-dept. peer request), including who will observe. DC and SA determine if classified staff input is desired for any evaluations and plan to distribute TREG approved feedback forms. | DCs SAs |
| Tuesday, September 3, 2024 | Scheduling | Scheduling – Proof 1 Spring 2025 due from Chairs to Supervising Administrator | DCs SAs |

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| Thursday, September 5, 2024 | Scheduling | Proof 1 Summer 2025 distributed to Department Chairs | Scheduling VPAA |
| Monday, September 9, 2024 | Scheduling | Scheduling – Proof 1 Spring 2025 due from Supervising Administrator to Scheduling | SAs |
| Friday, September 13, 2024 | 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 13, 2024 | Evaluations | <p>Mandatory Deadline - Tenure Review: Evaluatee Self-Assessment Report, course syllabi and schedules due to supervising admins</p> | DCs |
| Tuesday, September 3, 2024 | DCC | DCC Meeting | DCC Co-Chairs |
| Monday, September 9, 2024 | Census | CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM (pull enrollment numbers for Extended Lecture) | Dean, A&R |
| Friday, September 20, 2024 | 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 20, 2024 | Evaluations | <p>Evaluations – Tenure Review</p> <ul style="list-style-type: none"> • Tenure Review teams meet to organize the TR activities required (see TR Timelines) | Dean, LAS, Dean, Curriculum, SAs, DCs |
| Thursday, September 26, 2024 | Evaluations | <p>Evaluations – Regular and Associate</p> <ul style="list-style-type: none"> • DC sends copies of syllabi, schedules and regular faculty Self-Assessment Reports to peer observers and SA (District email preferred) • Observations with student evaluations are carried out (6-week period) • Student evaluations are summarized | DCs SAs |
| Tuesday, September 24, 2024 | Scheduling | Proof #2 Spring 2025 distributed to Department Chairs | |
| Tuesday, September 17, 2024 | 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 |
| Friday, October 11, 2024 | Course Fees | New and Revised Course Fees for Spring 2025 Due | SAs, DCs |

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| Friday, September 27, 2024 | Staffing | Associate Faculty Pool updates due to HR | DCs SAs |
| Wednesday, October 2, 2024 | Curriculum | COURSES DEADLINE Effective Term: Fall 2025* due in Curriculum Office. This includes new/reinstated, revised, and inactivated courses Any courses past due for six-year review are subject to removal from the schedule of classes | Curriculum |
| Monday, September 2, 2024 | DCC | DCC Meeting | DCC Co-Chairs |
| Friday, October 11, 2024 | Scheduling | Scheduling – Proof 2 Spring 2025 due from Chairs to Supervising Administrators | DCs/Deans |
| Thursday, October 17, 2024 | Scheduling | Scheduling – Proof 2 Spring 2025 due from Supervising Administrators to Scheduling | Sas |
| Tuesday, October 15, 2024 | DCC/IM | DCC-IM Meeting | VPAA, DCC Co-Chairs |
| Wednesday, October 23, 2024 | Curriculum | Deadline to add Distance Education (DE) to course for Summer/Fall | Curriculum |
| Friday, November 1, 2024 | Scheduling | First Glance at Spring 2025 Schedule Distributed to Supervising Administrators, Chairs and Fac.All | VPAA |
| End of October | IELM | IELM –Budget Transfer into Departmental Accounts | LRET |
| Thursday, October 31, 2024 | Scheduling | Scheduling – Final Spring 2025 FTEF review | VPAA Senior Deans |
| Tuesday, November 5, 2024 | Scheduling | Scheduling - Spring 2025 classes available on SRJC Web site | IT/Scheduling |
| Friday, November 1, 2024 | Curriculum | Deadline to add General Education (GE) to course for Fall 2025 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 |
| Monday, November 4, 2024 | Scheduling | Scheduling - Proof 1 Summer 2025 due from Chairs to Supervising Administrator | DCs |
| Friday, November 1, 2024 | 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 5, 2024 | DCC | DCC Meeting | DCC Co-Chairs |
| Thursday, November 7, 2024 | Scheduling | Scheduling - Proof 1 Summer 2025 due from Supervising Administrators to Scheduling | SAs |
| Friday, November 8, 2024 | 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 |
| Monday, October 21 - Sunday, November 17, 2024 | Grades | MIDTERM GRADES for all semester courses due by 11:59pm | Dean, A&R |
| Sunday, November 17, 2024 | Drops | LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m. | Dean, A&R |
| Monday, November 18, 2024 | Scheduling | Scheduling – Spring 2025 Temporary Faculty Agreements for adjunct/overload teaching posted in portals | Scheduling |
| Friday, November 22, 2024 | Evaluations | Evaluations – Regular and Associate: Minority Reports, if needed, are due. | Evaluation team members |

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| Tuesday, November 19, 2024 | DCC/IM | DCC/IM Meeting | VPAA, DCC Co-Chairs |
| Thursday, September 5, 2024 | Scheduling | Proof 1 Fall 2025 distributed to Department Chairs | |
| Wednesday, November 27, 2024 | Scheduling | Scheduling – Proof 1 Fall 2025 due from Chairs to Supervising Administrator | DCs |
| Monday, December 2, 2024 | Staffing | Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date. | |
| Friday, December 6, 2024 | 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 6, 2024 | 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 |
| Tuesday, December 3, 2024 | Scheduling | Scheduling – Proof #2 Summer 2025 distributed to Department Chairs | Scheduling |
| Tuesday, December 17, 2024 | DCC | DCC Meeting | DCC Co-Chairs |
| Monday, December 2, 2024 | Scheduling | Scheduling – Proof #1 Summer 2025 FTEF review | VPAA Senior Deans |
| Friday, December 6, 2024 | Scheduling | Scheduling - Proof 1 Fall 2025 due from Supervising Administrator to Scheduling | SAs |
| Wednesday, October 2, 2024 | Curriculum | Certificates and Majors Deadline. Effective Term Fall 2025 This includes all proposed new, revised, and inactivated certificates and majors | Curriculum |
| Monday, December 16, 2024 | Scheduling | Spring 2025 Class Cancellation Guidelines Sent to Deans | VPAA |
| Friday, December 13, 2024 | | 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. | |
| Friday, December 20, 2024 | Evaluations | Evaluations – Regular and Associate Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum | TR Team Members SAs |
| Friday, December 20, 2024 | Evaluations | Evaluations – Tenure Review • Probationary faculty member delivers responses, if any, to Team Member Reports to the Supervising Admin • Yearly Report and Minority Yearly Reports (if any) are completed, and the teams meet with probationary faculty member to discuss the Yearly Report. | TR Team Members SAs |
| Tuesday, December 17, 2024 | DCC/IM | DCC/IM Meeting | VPAA, DCC Co-Chairs |
| Friday, January 3, 2025 | Grades | Fall Semester 2024 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 9, 2025 | Scheduling | Scheduling - Proof 2 Fall 2025 distributed to Department Chairs | Scheduling |

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| Wednesday, January 8, 2025 | Scheduling | Scheduling – Proof #1 Fall 2025 FTEF Review | VPAA Senior Deans |
| Saturday, December 14 - Friday, December 20, 2024 | Break | Winter Break | Enjoy! |
| Monday, January 13, 2025 | PRPP | PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data. | IT Dean, LAS |
| Monday, January 13, 2025 | Scheduling | Spring semester classes begin | |
| Friday, January 17, 2025 | Scheduling | Deadline for Faculty to Request Load Banking for Spring 2025 | Faculty |
| Wednesday, January 22, 2025 | Scheduling | Scheduling - Proof 2 Summer 2025 due from Chairs to Supervising Administrator | DCs |
| Monday, February 10, 2025 | Course Fees | New and Revised Course Fees for Summer 2025 Due | SAs DCs |
| Friday, January 24, 2025 | Evaluations | <p>Mandatory Deadline - Evaluations – Associate</p> <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 spring semester. <p>Mandatory Deadline - Evaluations – Regular</p> <ul style="list-style-type: none"> • Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester. • Faculty scheduled for spring evaluations are sent District email reminders of deadline for submitting self-evaluation, schedule of classes/allied duties and syllabi to their DCs. | Dean, LAS, Dean, Curriculum DCs SAs |
| Friday, January 31, 2025 | Evaluations | <p>Mandatory Deadline - Evaluations – Tenure Review</p> <p>Mandatory Deadline for Supervising Administrator to deliver the Yearly Report, Minority Yearly Reports (if any), and file folders containing the current and previous year' complete files to the Dean of Curriculum and Educational Support Services. Probationary faculty member delivers her/his responses, if any, to the Yearly Report to the Dean of Curriculum and Educational Support Services.</p> | SAs |
| Wednesday, January 29, 2025 | Scheduling | Scheduling - Proof #2 Summer 2025 due from Supervising Administrators to Scheduling | SAs |
| Saturday, February 15, 2025 | Career Ed | Release of 2025-26 Perkins & SWP Round 9 grant application | |

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| Monday, February 3, 2025 | IELM | IELM - Deadline for IELM Expenditures | Deans |
| Monday, February 3, 2025 | Census | CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM | DCs SAs Dean, Admissions, Records & Enrollment Dev. |
| Thursday, February 6, 2025 | DCC | DCC Meeting PRPP Overview – 1 hour refresher | DCC Co-Chairs Dean, LAS |
| Wednesday, February 12, 2025 | Scheduling | Scheduling – Proof 2 Fall 2025 due from Chairs to Supervising Administrators | DCs |
| Tuesday, February 18, 2025 | Evaluations | Mandatory Deadline - Evaluations – Regular and Associate Evaluatee course syllabi, schedules and Self- Assessment Report (regular faculty only) due to department chairs. | DCs |
| Tuesday, February 18, 2025 | Evaluations | Evaluations – Tenure Review VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President. | VPAA |
| Thursday, February 13, 2025 | Prof. Dev. | Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty) | Human Resources |
| Saturday, February 15 - Sunday, February 16, 2025 | Scheduling | Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday | |
| Tuesday, February 18, 2025 | DCC/IM | DCC/IM Meeting | VPAA, DCC Co-Chairs |
| Friday, April 4, 2025 | Evaluations | Evaluations – Regular and Associate Observations with student evaluations are carried out (6-week period). Student evaluations are summarized. | Evaluation Team Observers |
| Friday, February 21, 2025 | 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 |
| Monday, February 24, 2025 | Evaluations | Evaluations – Tenure Review Superintendent / President’s recommendations are submitted to the Board of Trustees. | Superintendent / President |
| Friday, February 21, 2025 | Scheduling | Scheduling – Proof #2 Fall 2025 due from Supervising Administrators to Scheduling | SAs |
| Thursday, February 27, 2025 | Elections | Department Chair Elections completed | DCs SAs VPAA |
| Monday, March 3, 2025 | IELM | Sweep of unspent IELM funds | LRET |
| Tuesday, March 25, 2025 | Career Ed | 2025-26 Perkins & SWP Round 9 grant applications due to Deans | |
| Saturday, March 1, 2025 | Career Ed | Last day to encumber 2024-2025 Perkins or SWP Round 7 grant funds – unused funds will be swept | |
| Tuesday, March 4, 2025 | DCC | DCC Meeting | DCC Co-Chairs |

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| Monday, March 10, 2025 | Evaluations | Mandatory Deadline - Evaluations – Tenure Review Board of Trustees takes action on Tenure Track faculty | Board of Trustees |
| Tuesday, March 25, 2025 | Career Ed | Ranked 2025-26 Perkins & SWP Round 9 grant applications due from Deans to CE office | |
| Thursday, March 20, 2025 | Prof. Dev. | Professional Development Flex Day (no classes) | Faculty |
| Friday, March 21, 2025 | Prof. Dev. | Professional Development 1/2 Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities) | Faculty |
| Thursday, March 27, 2025 | Scheduling | First Glance for Summer 2025 and Fall 2025 Schedule sent to Supervising Administrators, Chairs and Fac. All | VPAA |
| Wednesday, June 4, 2025 | | First Glance at Fall 2025 Schedule sent to Supervising Administrators, Chairs and Fac. All | |
| Tuesday, March 25, 2025 | Scheduling | Scheduling – Final Summer and Fall 2025 FTEF review | VPAA Senior Deans |
| Tuesday, April 1, 2025 | Scheduling | Scheduling - Fall 2025 schedule available on SRJC Website | |
| Tuesday, April 1, 2025 | Scheduling | Scheduling - Summer 2025 schedule available on SRJC Website | Scheduling/IT |
| Friday, March 28, 2025 | Curriculum | NEW AND SUBSTANTIVE REVISED UC TRANSFERABLE COURSES (#1-49) Effective Term Fall 2025 Courses that need to be submitted to UCOP are New Courses and Courses with Substantive Changes including changes in course content, course objectives, prerequisite(s), corequisite(s), decrease in units, and/or changes in hours from lecture to lab or lab to lecture | Curriculum |
| Tuesday, April 8, 2025 | DCC | DCC Meeting | DCC Co-Chairs |
| Thursday, April 10, 2025 | Course Fees | New and Revised Course Fees for Fall 2025 Due | SAs DCs |
| Friday, April 11, 2025 | PRPP | PRPP Section 2: Resource Requests data entry completed for Supervisor Review | DCs SAs |
| Monday, April 14, 2025 | Purchasing | District Purchasing Deadline | Deans |
| Tuesday, April 15, 2025 | 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 |
| Tuesday, April 1, 2025 | Scheduling | Scheduling – Summer 2025 Temporary Faculty Agreements for adjunct/overload teaching posted in portals | Scheduling |
| Sunday, April 20, 2025 | Grades | MIDTERM GRADES for all semester courses due by 11:59pm | Dean, A&R |
| Sunday, February 2, 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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| Friday, April 11, 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, April 22, 2025 | DCC/IM | DCC/IM Meeting | VPAA, DCC Co-Chairs |
| Friday, April 25, 2025 | 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 |
| Thursday, May 1, 2025 | Career Ed | All final Perkins 2024-25 and SWP Round 7 spending must be completed | |
| Tuesday, May 6, 2025 | DCC | DCC Meeting | DCC Co-Chairs |
| Friday, May 2, 2025 | 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 14, 2025 | PRPP | PRPP all remaining sections should be completed and submitted to Supervising Admin for approval (*note- there may be a change in which sections are required in spring 2018) | DCs PRPP Editors |
| Tuesday, July 1, 2025 | Scheduling | Scheduling – Fall 2025 Temporary Faculty Agreements for adjunct/overload teaching posted in portals | |
| Tuesday, May 20, 2025 | DCC/IM | DCC/IM Meeting | VPAA, DCC Co-Chairs |
| Wednesday, May 28, 2025 | Scheduling | Summer 2025 Class Cancellation Guidelines Sent to Deans | VPAA |
| Friday, May 23, 2025 | 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 24, 2025 | Commencement | COMMENCEMENT Mandatory attendance for Regular Faculty | |
| Friday, May 30, 2025 | Grades | Spring Semester 2025 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades. | SAs DCs Dean, A&R. |
| Friday, June 13, 2025 | IELM | IELM requisition must be "closed" or set up as a rollover/liability if applicable | Deans |

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| Wednesday, June 11, 2025 | PRPP | PRPP Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval | Deans, Directors |
| Monday, July 21, 2025 | Scheduling | Fall 2025 Class Cancellation Guidelines Sent to Deans | VPAA |
| Monday, June 16, 2025 | Scheduling | Summer 2025 Begins 6 and 8 week classes | Admissions & Records |
| Friday, June 20, 2025 | Scheduling | Deadline for Faculty to Request Load Banking for Summer 2025 | Faculty |
| Wednesday, July 9, 2025 | PRPP | PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests. | AAC |
| Monday, August 11, 2025 | PRPP | PRPP - Academic Affairs will "close the loop" on planning by notifying chairs and faculty of final prioritizations. | AAC |
| Friday, August 15, 2025 | Grades | Summer 2025 Final Grade Rosters Due by 11:59 p.m. | Dean A&R |
| | Staffing | Faculty Staffing Committee meets for scheduled presentations by SA's (no longer than 15 minutes per cluster) to the FSC; and continues after presentations to determine prioritized rankings of requested faculty positions. | SAs |
| Monday, September 9, 2024 | | Fall 2024 First Census - Extended Lecture Reader Support Hours sent out | Dean of AA, Dept Admin Assts |
| Monday, February 3, 2025 | | Spring 2025 First Census - Extended Lecture Reader Support Hours sent out | Dean of AA, Dept Admin Assts |
| Wednesday, June 25, 2025 | | Summer 2024 First Census - Extended Lecture Reader Support Hours sent out | Dean of AA, Dept Admin Assts |