

Due Date	CATEGORY	TASKS	RESPONSIBLE
Thursday, July 30, 2026	IELM	IELM – Deadline for Deans to rank IELM cluster requests.	Deans
Friday, July 31, 2026	Scheduling	Proof #1 Spring 2027 distributed to Department Chairs	Scheduling
Tuesday, August 11, 2026	DCC	DCC Meeting	DCC Co-Chairs
Wednesday, August 12, 2026	Prof. Dev.	New Faculty Orientation District-Designated Activities Day	Human Resources/ Academic Affairs
Wednesday, August 12, 2026	DCC	Department Chair Training Day (Wednesday Before School Starts)	DCC Co-Chairs
Friday, August 14, 2026	Prof. Dev.	Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)	Human Resources
Monday, August 17, 2026	Scheduling	Fall Classes begin	
Tuesday, August 18, 2026	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, August 21, 2026	Scheduling	Deadline for Faculty to Request Load Banking for Fall 2026	
Monday, August 24, 2026	Curriculum	Curriculum – First Fall Curriculum Review Committee (CRC) meeting	Dean of Curriculum
Friday, August 28, 2026	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 28, 2026	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
Wednesday, September 2, 2026 (tentative)	Scheduling	Scheduling – Proof 1 Spring 2027 due from Chairs to Supervising Administrator	DCs SAs

Friday, September 4, 2026	Evaluations	Evaluations - Associate and Regular: • 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	DCs SAs
Friday, September 4, 2026 (tentative)	Scheduling	Proof 1 Fall 2027 distributed to Department Chairs	
Friday, September 4, 2026 (tentative)	Scheduling	Proof 1 Summer 2027 distributed to Department Chairs	Scheduling VPAA
Tuesday, September 8, 2026	DCC	DCC Meeting	DCC Co-Chairs
Tuesday, September 8, 2026	Census	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM	DCs SAs Dean, Admissions, Records & Enrollment Dev.
9/8/2026 (tentative)	Scheduling	Scheduling – Proof 1 Spring 2027 due from Supervising Administrator to Scheduling	SAs
Friday, September 11, 2026	Evaluations	Evaluations – Regular Faculty only Deadline for Regular faculty evaluatees to request a non-department peer evaluator (mandatory deadline). Evaluations – Regular and Associate Peer observers are assigned from department’s rotation list. Dept. Chair informs evaluatees. Each evaluatee has one opportunity to reject the assigned peer.	DCs
Friday, September 11, 2026	Evaluations	Mandatory Deadline - Tenure Review: Evaluatee Self-Assessment Report, course syllabi and schedules due to supervising admins	DCs
Tuesday, September 15, 2026	DCC/IM	DCC-IM Meeting	VPAA, DCC Co-Chairs

Friday, September 18, 2026	Evaluations	Mandatory Deadline - Evaluations – Regular and Associate • 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 18, 2026	Evaluations	Evaluations – Tenure Review • Tenure Review teams meet to organize the TR activities required (see TR Timelines)	Dean, LAS, Dean, Curriculum, SAs, DCs
Wednesday, September 23, 2026 (tentative)	Scheduling	Proof #2 Spring 2027 distributed to Department Chairs	
Friday, September 25, 2026	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 9, 2026	Course Fees	New and Revised Course Fees for Spring 2027 Due	SAs, DCs
Saturday, October 10, 2026 (tentative)	Scheduling	Scheduling – Proof 2 Spring 2027 due from Chairs to Supervising Administrators	DCs/Deans
Tuesday, October 13, 2026	DCC	DCC Meeting	DCC Co-Chairs
Friday, October 16, 2026 (tentative)	Scheduling	Scheduling – Proof 2 Spring 2027 due from Supervising Administrators to Scheduling	Sas
Tuesday, October 20, 2026	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Thursday, October 29, 2026 (tentative)	Scheduling	Scheduling – Final Spring 2027 FTEF review	VPAA Senior Deans
Friday October 30th, 2026	IELM	IELM –Budget Transfer into Departmental Accounts	LRET
Friday, October 30, 2026 (tentative)	Curriculum	Certificates and Majors Deadline. Effective Term Fall 2027 This includes all proposed new, revised, and inactivated certificates and majors	Curriculum

Saturday, October 31, 2026 (tentative)	Scheduling	First Glance at Spring 2027 Schedule Distributed to Supervising Administrators, Chairs and Fac.All	VPAA
Saturday, October 31, 2026 (tentative)	Scheduling	Scheduling - Proof 1 Summer 2027 due from Chairs to Supervising Administrator	DCs
Tuesday, November 3, 2026	Scheduling	Spring 2027 Priority Web Registration for continuing students begins	Admissions
Wednesday, November 4, 2026 (tentative)	Scheduling	Scheduling - Spring 2027 classes available on SRJC Web site	IT/Scheduling
Friday, November 6, 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
Saturday, November 7, 2026 (tentative)	Scheduling	Scheduling - Proof 1 Summer 2027 due from Supervising Administrators to Scheduling	SAs
Tuesday, November 10, 2026	DCC	DCC Meeting	DCC Co-Chairs
Friday, November 13, 2026	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
Friday, November 13, 2026 (tentative)	Scheduling	Scheduling – Spring 2027 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Tuesday, November 17, 2026	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Friday, November 20, 2026	Evaluations	Evaluations – Regular and Associate: Minority Reports, if needed, are due.	Evaluation team members
Monday, November 30, 2026	Staffing	Requisitions and job announcements are routed for approval; advertising for approved positions begins by this date.	
Tuesday, December 1, 2026 (tentative)	Scheduling	Spring 2027 Class Cancellation Guidelines Sent to Deans	VPAA
Wednesday, December 2, 2026 (tentative)	Scheduling	Scheduling – Proof #2 Summer 2027 distributed to Department Chairs	Scheduling

Friday, December 4, 2026	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 4, 2026	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 8, 2026	DCC	DCC Meeting PRPP Overview – 1 hour refresher	DCC Co-Chairs Dean, LAS
Tuesday, December 15, 2026	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Thursday, December 17, 2026	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 18, 2026	Evaluations	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.	DCs SAs Peer Evaluators
Thursday, December 31, 2026	Grades	Fall Semester 2026 Final Grades Due by 11:59 p.m. Supervising Admins and Department Chairs to follow up on late grades.	DCs SAs Dean, A&R.
Monday, January 11, 2027	PRPP	PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.	IT Dean, LAS
Monday, January 11, 2027	DCC	DCC Meeting	DCC Co-Chairs
Friday, January 15, 2027	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
Monday, January 18, 2027	Scheduling	Spring semester classes begin	
Monday, January 18, 2027	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs

Thursday, January 21, 2027 (tentative)	Scheduling	Scheduling - Proof 2 Summer 2027 due from Chairs to Supervising Administrator	DCs
Friday, January 22, 2027	Evaluations	Mandatory Deadline - Evaluations – Associate • Spreadsheets indicating Associate faculty still due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction. • Associate faculty to be evaluated are notified via District email. • Peer observers are assigned from department's rotation list for Associate faculty due for evaluation during spring semester. Mandatory Deadline - Evaluations – Regular • Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester. • Faculty scheduled for spring evaluations are sent District email reminders of deadline for submitting self-evaluation,	Dean, LAS, Dean, Curriculum DCs SAs
Friday, January 22, 2027 (tentative)	Scheduling	Deadline for Faculty to Request Load Banking for Spring 2027	Faculty
Thursday, January 28, 2027 (tentative)	Scheduling	Scheduling - Proof #2 Summer 2027 due from Supervising Administrators to Scheduling	SAs
Friday, January 29, 2027	Evaluations	Mandatory Deadline - Evaluations – Tenure Review Mandatory Deadline for Supervising Administrator to deliver the Yearly Report, Minority Yearly Reports (if any), and file folders containing the current and previous year' complete files to the Dean of Curriculum and Educational Support Services. Probationary faculty member delivers her/his responses, if any, to the Yearly Report to the Dean of Curriculum and Educational Support Services.	SAs
Friday, February 5, 2027	IELM	IELM - Deadline for IELM Expenditures	Deans
Monday, February 8, 2027	DCC	DCC Meeting	DCC Co-Chairs
Monday, February 8, 2027	Census	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM (pull enrollment numbers for Extended Lecture)	Dean, A&R
Thursday, February 11, 2027	Prof. Dev.	Professional Development Activity (PDA) Day – Institutional Day (Mandatory attendance for regular faculty)	Human Resources

Thursday, February 11, 2027	Prof. Dev.	Professional Development Flex Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Faculty
February 13-14 , 2027	Scheduling	Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday	
Sunday, February 14, 2027	Evaluations	Evaluations – Tenure Review VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	VPAA
Monday, February 15, 2027	Career Ed	Release of 2027-28 Perkins & SWP Round 9 grant application	
Tuesday, February 16, 2027	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 16, 2027	DCC/IM	DCC/IM Meeting	VPAA, DCC Co-Chairs
Friday, February 19, 2027	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
Wednesday, February 24, 2027	Evaluations	Evaluations – Tenure Review Superintendent / President’s recommendations are submitted to the Board of Trustees.	Superintendent / President
Wednesday, February 24, 2027 (tentative)	Scheduling	Scheduling – Proof 1 Fall 2027 due from Chairs to Supervising Administrator	DCs
Wednesday, February 24, 2027 (tentative)	Scheduling	Scheduling - Proof 1 Fall 2027 due from Supervising Administrator to Scheduling	SAs
Thursday, February 25, 2027	Elections	Department Chair Elections completed	DCs SAs VPAA
Friday, February 26, 2027	IELM	Sweep of unspent IELM funds	LRET
Monday, March 1, 2027	Career Ed	Last day to encumber 2027-2028 Perkins or SWP Round 7 grant funds – unused funds will be swept	
Monday, March 29 - Sunday, April 25, 2027	Grades	MIDTERM GRADES for all semester courses due by 11:59pm	Dean, A&R
Tuesday, March 9, 2027	Evaluations	Mandatory Deadline - Evaluations – Tenure Review Board of Trustees takes action on Tenure Track faculty	Board of Trustees

Monday, March 22, 2027	Career Ed	2027-28 Perkins & SWP Round 9 grant applications due to Deans	
Wednesday, March 24, 2027 (tentative)	Scheduling	Scheduling – Proof #1 Summer 2027 FTEF review	VPAA Senior Deans
Wednesday, March 24, 2027 (tentative)	Scheduling	Scheduling - Proof 2 Fall 2027 distributed to Department Chairs	Scheduling
Wednesday, March 24, 2027 (tentative)	Scheduling	Scheduling – Proof #1 Fall 2027 FTEF Review	VPAA Senior Deans
Friday, March 26, 2027	Prof. Dev.	Professional Development 1/2 Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Faculty
Monday, March 29, 2027	Career Ed	2027-28 Perkins & SWP Round 9 grant applications due from Deans to CE office	
Thursday, April 1, 2027 (tentative)	Scheduling	Scheduling - Summer 2027 schedule available on SRJC Website	Scheduling/IT
Friday, April 2, 2027	Evaluations	Evaluations – Regular and Associate Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
Wednesday, April 7, 2027 (tentative)	Scheduling	Scheduling – Proof 2 Fall 2027 due from Chairs to Supervising Administrators	DCs
Friday, April 9, 2027	PRPP	PRPP Section 2: Resource Requests data entry completed for Supervisor Review	DCs SAs
Friday, April 9, 2027	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 12, 2027	Scheduling	Summer 2027 Priority Web Registration for continuing students begins	Admissions

Monday, April 12, 2027	Curriculum	NEW AND SUBSTANTIVE REVISED UC TRANSFERABLE COURSES (#1-49) Effective Term Fall 2028 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 13, 2027	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 13, 2027	Scheduling	Scheduling – Proof #2 Fall 2027 due from Supervising Administrators to Scheduling	SAs
Thursday, April 15, 2027 (tentative)	Scheduling	Scheduling – Summer 2027 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Friday, April 23, 2027	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, April 30, 2027	Career Ed	All final Perkins 2026-27 and SWP Round 7 spending must be completed	
Thursday, May 6, 2027	Scheduling	Scheduling – Final Summer and Fall 2027 FTEF review	VPAA Senior Deans
Friday, May 7, 2027	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
Saturday, May 8, 2027 (tentative)	Scheduling	First Glance for Summer 2027 and Fall 2027 Schedule sent to Supervising Administrators, Chairs and Fac. All	VPAA
Saturday, May 8, 2027 (tentative)	Scheduling	First Glance at Fall 2027 Schedule sent to Supervising Administrators, Chairs and Fac. All	

Wednesday, May 12, 2027 (tentative)	Scheduling	Scheduling - Fall 2027 schedule available on the SRJC Website	
May, 20, 2027 (tentative)	Scheduling	Summer 2027 Class Cancellation Guidelines Sent to Deans	VPAA
Friday, May 21, 2027	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 21, 2027	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
Friday, May 21, 2027	Curriculum	COURSES DEADLINE Effective Term: Fall 2028* 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, May 21, 2027	Curriculum	Deadline to add Distance Education (DE) to course for Fall 2028	Curriculum
Friday, May 21, 2027	Curriculum	Deadline to add General Education (GE) to course for Fall 2028 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
Saturday, May 22, 2027	Commencement	COMMENCEMENT Mandatory attendance for Regular Faculty	
Friday, May 28, 2027	Grades	Spring Semester 2027 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.	SAs DCs Dean, A&R.
Frida, June 4, 2027	IELM	IELM requisition must be "closed" or set up as a rollover/liability if applicable	Deans
Wednesday, June 9, 2027	PRPP	PRPP Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval	Deans, Directors
Monday, June 14, 2027	Scheduling	Summer 2027 Begins 6 and 8 week classes	Admissions & Records

Tuesday, June 15, 2027 (tentative)	Scheduling	Scheduling – Fall 2027 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
Tuesday, June 22, 2027	Scheduling	Deadline for Faculty to Request Load Banking for Summer 2027	Faculty
Wednesday, June 30, 2027	Purchasing	District Purchasing Deadline	Deans
Wednesday, July 7, 2027	PRPP	PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.	AAC
Thursday, July 15, 2027	Scheduling	Fall 2027 Class Cancellation Guidelines Sent to Deans	VPAA
Monday, August 9, 2027	PRPP	PRPP - Academic Affairs will “close the loop” on planning by notifying chairs and faculty of final prioritizations.	AAC
Thursday, August 12, 2027	Prof. Dev.	District -designated activities (No classes) SLO Training Day	
Friday, August 13, 2027	Grades	Summer 2027 Final Grade Rosters Due by 11:59 p.m.	Dean, A&R
Friday, September 24, 2027	Staffing	Associate Faculty Pool updates due to HR	DCs SAs