

ACADEMIC AFFAIRS TIMELINE

Month	Who?	Activity	Week #	15-16
July	Chair	SLOs & PLOs due		7/1/2015
	Dean	1 st schedule galleys (Spring) from Deans to Scheduling Office		7/2/2015
	Chair	VTEA 4 th quarterly report due		7/15/2015
	Chair	2 nd Galleys (Spring) to Chairs		7/23/2015
	Dean	TBA documentation due from Deans to A&R		7/27/2015
August	Chair	2 nd Galleys (Spring) due from Chairs to Deans		8/6/2015
	Chair	Final VTEA academic year reports due		8/24/2015
	Chair	Last chance to make any room changes for Fall semester. Key requests must be submitted.		8/13/2015
	Chairs	1 st schedule galleys (Winter) to Chairs		8/13/2015
	Dean/VP	Non-Assignment letters (Fall) to be sent by school Deans		8/17/2015
	Dean	2 nd Galleys (Spring) from Deans to Scheduling Office - verify scheduling hours, upcoming FTES targets and COR updates		8/20/2015
	ALL	Leadership Retreat		8/21/2015
	Chairs	1 st schedule galleys (Winter) due from Chairs to Deans		8/27/2015
September	Dean	1 st schedule galleys (Winter) from Deans to Scheduling Office	1	9/3/2015
	Chair/Dean	Cancel under-enrolled classes. Article 12.F - "Except as provided in Section G, the VP may cancel a class for low enrollment at any time before the first class session if the number of students enrolled is fewer than 15. Similarly, the VP may cancel the class for low attendance at any time during the first 2 weeks of the academic semester (or first 10% of the term length), if the number of students actually attending is fewer than 15."	1	9/4/2015
	Dean	Census Date: Calculate Supervision Pay & Large Class Enrollment	3	9/14/2015
	Chair	2 nd Galleys (Winter) to Chairs	3	9/14/2015
	Chair	Chairs submit Fall seniority lists to Deans	3	9/14/2015
	Chair	Census and Exclusion Rosters due (8 calendar days after census)		Varies
	Dean/VP	Current FTES target check based on census enrollment	3	9/18/2015
	Chair	2 nd schedule galleys (Winter) due from Chairs to Deans	4	9/21/2015
	Dean	2 nd schedule galleys (Winter) due from Deans to Scheduling Office	4	9/23/2015
	Chair	Tenure-track and comprehensive evaluations committees formed	4	9/25/2015
	Chair	Winter priority lists due from Chairs to Deans	4	9/25/2015
	Senate	Notification of FLEX requirements NOT met sent to faculty- Salary adjustments	5	9/30/2015

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October	Chair	Page Proofs (Spring) available and posted to faculty website - Verify that Honors, TBA, & DE classes have appropriate addendums attached to COR.	5	9/28 - 10/3
	Dean	Deans submit Winter priority lists to Personnel Assistant	5	10/2/2015
	Chair	COR updates for Fall must be at Tech Review stop by first week of October	5	10/2/2015
	Chair	Curriculum - Proposed new courses to be effective next Fall must be at Tech Review stop by Oct. Curriculum meeting	5	10/2/2015
	Chair	AAPs due	6	10/5/2015
	Chair	Final draft (Winter) available and posted to faculty website.	6	10/5-7/2015
	Chair	Tenure-track & comp. evaluations: Plans developed and approved	6	10/9/2015
	VP	Personnel Assistant to post Winter priority on web & to send out Winter offer letters	6	10/9/2015
	Chair	Faculty Position Priority Applications due	7	10/12/2015
	Chair	1 st VTEA quarterly reports due	7	10/15/2015
	Chair	Winter and Spring Textbook Requisitions due		10/15/2015
	Dean	Deans submit seniority lists (Fall) to Personnel Assistant	7	10/16/2015
	Dean	Deans submit DC supervision pay & Dept. Chair reassigned time to VPAA office	8	10/19/2015
	Sched Spec	Spring & Winter schedule posted on the web	8	10/19/2015
	Chair	1 st Galleys (Fall) to Chairs		10/22/2015
	VP	Personnel Assistant to post seniority lists (Fall) on the web	8	10/23/2015
	Chairs	All staff classes filled for Spring schedule	9	10/29/2015
		UC transferability 2 nd cycle: Late courses or courses denied in the 1 st cycle may be submitted for UC transferability consideration		TBD

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November	Dean	Deans and assistants review overload/banked hours for Fall	10	11/6/2015
	VP	Personnel Assistant to send hourly assignment letters (Spring). Acceptance due in two weeks from initial letter.	10	11/6/2015
	Chair	ALL Tenure-track and comprehensive evaluations completed: Committee summaries are finalized and presented to probationary faculty (every 6 semesters/2 years for tenured faculty)	11	11/13/2015
	Dean/VP	Memos prepared for payment of overload hours not being averaged or load banked	11	11/13/2015
	VP	Vice president will approve overload payment requests and send DC supervision pay list and DC Reassigned time to Admin. Analyst for payment processing.	12	11/20/2015
	Chair/Dean	ALL basic Faculty evaluations DUE. Article 19.G.7 - "If a faculty member's overall performance on his or her basic evaluation is rated "needs to improve" or "unsatisfactory," the faculty member shall be informed in writing by the dept. chair or designee that he/she has the right to a comprehensive evaluation and asked if he/she wants one."	12	11/20/2015
	Deans	List of specially funded courses with fund numbers for Spring submitted to Admin. Analyst	13	11/23/2015
	Chair	1 st Galleys (Fall) due from Chairs to Deans along with Large Class requests		11/12/2015
	Chair	1 st Galleys (Summer) to Chairs		11/19/2015
December	Chair	Workorder deadline for InfoTech project requests for winter and spring	14	12/3/2015
	Chair/Dean	All faculty evaluations with responses due to office of Vice President of Academic Affairs	14	12/3/2015
	Dean	1 st Galleys (Fall) due from Deans to Scheduling Office.		12/3/2015
	Chair/Dean	Annual Program Plans PRIORITIZED at the SCHOOL LEVEL	15	12/7/2015
	Chair	Program Review	16	12/14/2015
	Chair	1 st Galleys (Summer) back from Chairs to Area Deans		12/10/2015
			Curriculum- Courses may be submitted for IGETC and CSU GE Breadth consideration. To qualify for submission courses must be both locally approved and UC transferable. Courses must be CSU transferrable to submit. Results of submissions are released the subsequent spring semester.	

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January	Chair	Grades due.		1/2/2016
	Chair	Chairs or designee to return student evaluation packets to faculty.		1/2/2015
	Dean	1 st Galleys (Summer) due from Deans to Scheduling Offices		1/7/2016
	Chair	2 nd VTEA quarterly reports due		1/15/2016
	Chair	2 nd Galleys (Fall) to Chairs		1/14/2016
	Chair	TBA documentation due to Deans		1/15/2016
	VP	Vice Presidents prioritize resource requests by Division		1/20/2016
	Chair	2 nd Galleys (Summer) to Chairs		1/21/2016
	VP	VP prioritized requests shared with the Tech & Facilities Committees		1/22/2016
	Dean	Non-Assignment letters (Spring) to be sent by school Deans		1/22/2016
	Chair	Last chance to make any room changes for Spring semester. Key requests must be submitted.		1/25/2016
	Dean	TBA documentation due from Deans to A&R		1/25/2016
	Chair	2 nd Galleys (Summer) due from Chairs to Deans		1/28/2016
	Chair	2 nd Galleys (Fall) due from Chairs to Deans		1/28/2016
			For catalog: Review and validation of Credit by Exam and Pass/No pass	
February	Chair	SLOs and PLOs due		2/1/2016
		Spring 2014 classes begin	1	2/8/2016
	Dean	2 nd Galleys (Fall) due from Deans to Scheduling Office - verify scheduling hours, upcoming FTES targets and COR updates		2/11/2016
	Dean	2 nd Galleys (Summer) due from Deans to Scheduling Office		2/11/2016
	Chair/Dean	Cancel under-enrolled classes. Article 12.F - "Except as provided in Section G, the VP may cancel a class for low enrollment at any time before the first class session if the number of students enrolled is fewer than 15. Similarly, the VP may cancel the class for low attendance at any time during the first 2 weeks of the academic semester (or first 10% of the term length), if the number of students actually attending is fewer than 15."	1	2/11/2016
	Dean	Census Date: Calculate Supervision Pay & Large Class Enrollment	3	2/22/2016
	Chair	Chairs submit seniority list (Spring) to Deans	3	2/22/2016
	Chair	Census and Exclusion Rosters due (8 calendar days after census)		Varies
Dean/VP	Current FTES target check based on census enrollment	3	2/26/2016	

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March	Chair	COMPREHENSIVE evaluations committees formed	4	3/4/2016
	Chair	COR updates for Spring must be at Tech Review stop by first week of March	4	3/4/2016
	Chair	Summer Priority Lists due from Chairs to Deans	4	3/4/2016
	Chair	VTEA application for following academic year due first week; subcommittee meets to make recommendations on allocation		3/4/2016
	ALL	ACCREDITATION VISITING TEAM		3/7-10/2016
	Chair	Summer Page Proofs available and posted to faculty website - Verify that Honors, TBA, & DE classes have appropriate addendums attached to COR.		3/8-13/2016
	Dean	Deans submit Summer priority lists to Personnel Assistant	5	3/11/2016
	Dean	Deans submit supervision pay to VPAA	6	3/14/2016
	VP	Personnel Assistant to post Summer priority on web & to send out Summer offer letters	6	3/18/2016
	Chair	COMPREHENSIVE evaluations: Plans developed and approved	6	3/18/2016
	Chair	Fall Page Proofs available and posted to faculty website - Verify that Honors, TBA, & DE classes have appropriate addendums attached to COR.		3/21-26/2016
	Chair/Dean	NOIs and job announcements due to Personnel Assistant 2 weeks after approval of FPPC list	6	Varies
Dean	Deans submit seniority lists (Spring) to Personnel Assistant	7	3/25/2016	
April	VP	Personnel Assistant to post seniority lists (Spring) posted on the web	8	4/1/2016
	Chair	All staff classes filled for Fall schedule	9	4/9/2016
	Sched Spec	Fall schedule posted on web		4/13/2016
		Summer and Fall Textbook Requisitions due		4/14/2016
	Chair	3 rd VTEA quarterly reports due	10	4/15/2016
	VP	Personnel Assistant to send hourly assignment letters (Fall). Acceptance due in two weeks from initial letter.	10	4/22/2016
	Dean	Deans and assistants review overload/banked hours for spring	10	4/22/2016
	Chair	VTEA applications for next academic year due	11	4/29/2016
	Dean/VP	Memos prepared for payment of overload hours not being averaged or load banked	11	4/29/2016

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May	Chair/Dean	All BASIC Faculty evaluations DUE. Article 19.G.7 - "If a faculty member's overall performance on his or her basic evaluation is rated "needs to improve" or "unsatisfactory," the faculty member shall be informed in writing by the dept. chair or designee that he/she has the right to a comprehensive evaluation and asked if he/she wants one."	12	5/6/2016
	Chair	COMPREHENSIVE evaluations: Committee summaries are finalized and presented to faculty	12	5/6/2016
	VP	Vice president will approve overload payment requests and send DC supervision pay list to Admin. Analyst for payment processing.	12	5/6/2016
	Dean	List of specially funded courses with fund numbers for Fall submitted to Admin. Analyst	13	5/13/2016
	Chair	Workorder deadline for InfoTech project requests for Summer and Fall	14	5/20/2016
	Chair/Dean	All faculty evaluations with responses due to office of Vice President of Academic Affairs	14	5/20/2016
	Chair	1 st galleys (Spring) to Dept. Chairs		5/26/2016
June	Dean	Deans to initiate PCRs for newly elected Dept. Chairs and Senate seats		6/1/2016
		FLEX forms due		TBD
	Chair	Grades DUE.		6/13/2016
	Chair	Chairs or designee to return student evaluation packets to faculty.		6/13/2016
	Chair	1 st Galleys (Spring) from Chairs to due to Deans		6/17/2016
		UC transferability 1 st cycle: courses submitted to the UC for transferability consideration. To qualify for submission, courses must be locally approved and CSU transferrable.		TBD
	Chair	TBA documentation due to Deans		6/23/2016

Color Code:
Schedule/Curriculum
Evaluations
A&R
VTEA