


Academic Affairs Timeline

Month	Who?	Activity	Week #	17-18
July	Chair	SLOs & PLOs due		7/1/2017
	Chair	Perkins - 4th quarterly report due		7/9/2017
	Chair	1st galleys (Spring) due from Chairs to Deans		7/13/2017
	Dean	1st galleys (Spring) from Deans to Scheduling Office; verify workblocks and large class assignments		7/27/2017
	Chairs	1st galleys (Winter) to Chairs		7/27/2017
August	Chair	Perkins - Final academic year reports due		8/3/2017
	Chairs	1st galleys (Winter) due from Chairs to Deans		8/10/2017
	Chair	Last chance to make room changes for Fall; key requests must be submitted		8/14/2017
	Dean/VP	Non-assignment letters (Fall) to be sent by school Deans		8/14/2017
	Chair	eLumen Course Reports due (Fall)		8/15/2017
	Chair	2nd galleys (Spring) to Chairs		8/17/2017
	Dean	1st galleys (Winter) from Deans to Scheduling Office		8/17/2017
	ALL	Leadership Retreat		8/21/2017
	Dean	Fall classes begin; calculate department chair reassigned time	1	8/28/2017
	Chair	All syllabuses due from Chairs to school Deans	3	8/28/2017
	Chair	2nd galleys (Spring) due from Chairs to Deans		8/31/2017
September	Chair	2nd galleys (Winter) to Chairs		8/31/2017
	Chair/Dean	Cancel under-enrolled classes (fewer than 15 students, per Article 12 F)	1	9/1/2017
	Dean	2nd galleys (Spring) from Deans to Scheduling Office; verify scheduling hours, upcoming FTES targets, and COR updates		9/7/2017
	Chair	2nd galleys (Winter) due from Chairs to Deans		9/7/2017
	Dean	Census date; calculate supervision pay & large class enrollment	3	9/11/2017
	Chair	Chairs submit seniority lists (Fall) to Deans	3	9/11/2017


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September (cont'd)	Dean	2nd galleys (Winter) due from Deans to Scheduling Office		9/12/2017
	Chair	Census and exclusion rosters due (8 calendar days after census)		Varies
	Dean/VP	Current FTES target check based on census enrollment	3	9/1/2017
	Chair	Evaluations: tenure-track and comprehensive committees formed	4	9/22/2017
	Chair	Priority lists (Winter) due from Chairs to Deans	4	9/22/2017
	Chair	Page proofs (Winter) available and posted to faculty website		9/26-9/28/2017
	Chair	Faculty Position Priority applications due	6	9/29/2017
	Senate	Notification of FLEX requirements NOT met sent to faculty - salary adjustments	5	9/30/2017
October	Dean	Deans submit priority lists (Winter) to Personnel Assistant	5	9/30/2017
	Chair	COR updates for Fall must be at Tech Review stop by first week of October	6	10/6/2017
	Chair	Tenure-track and comprehensive evaluation plans developed and approved	6	10/6/2017
	VP	Personnel Assistant posts priority list online & sends out offer letters (Winter)	6	10/6/2017
	Dean	Schedule (Winter) available on Pierce website		10/6/2017
	Chair	Perkins - 1st quarterly reports due		10/6/2017
	Chair	Page proofs (Spring) available and posted to faculty website: verify that Honors, TBA, & DE classes have appropriate addendums attached to COR		10/9-10/14/2017
	Dean	Deans submit seniority lists (Fall) to Personnel Assistant	7	10/13/2017
	Chair	Textbook requisitions due (Winter & Spring)		10/15/2017
	Chair	APPs due	6	10/13/2017
	Chair	Curriculum: proposed new courses to be effective next Fall must be at Tech Review stop by October Curriculum meeting	8	10/20/2017
	Dean	Deans submit department chair supervision pay & reassigned time to VPAA office	8	10/20/2017
	VP	Personnel Assistant to post seniority lists (Fall) on the web	8	10/20/2017
	Sched Spec	Schedule (Spring) available on Pierce website		10/25/2017
	Chairs	All staff classes filled for Spring	9	10/27/2017
		UC transferability 2nd cycle: late courses or courses denied in the 1st cycle may be submitted for UC transferability consideration		TBD


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Month	Who?	Activity	Week #	17-18
November	Dean	Deans and assistants review overload/banked hours for Fall	10	11/3/2017
	VP	Personnel Assistant to send hourly assignment letters (Spring)	10	11/3/2017
	Chair	1st galleys (Fall) to chair and due from Chairs to Deans along with Large Class requests		November
	Chair	ALL tenure-track and comprehensive evaluations completed; committee summaries are finalized and presented to faculty	11	11/10/2017
	Dean/VP	Memos prepared for payment of overload hours not being averaged or load banked	11	11/10/2017
	Chair	1st galleys (Summer) to Chairs		11/16/2017
	VP	Vice President will approve overload payment requests and send department chair supervision pay list and reassigned time to Admin. Analyst for payment processing	12	November
	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	11/17/2017
	Chair	Cancel 185/285/385 directed studies courses with 0 enrollment	12	11/17/2017
	Deans	List of specially funded courses with fund numbers for Spring submitted to Admin. Analyst	13	End of November
	Dean	1st galleys (Fall) due from Deans to Scheduling Office; verify workblocks and large class assignments		TBD
December	Chair	Workorder deadline for InfoTech project requests for winter and spring	14	12/1/2017
	Chair/Dean	All faculty evaluations with responses due to office of VPAA	14	12/1/2017
	Chair/Dean	Annual Program Plans prioritized by school	15	12/4/2017
	Chair	1st galleys (Summer) back from Chairs to Area Deans		12/7/2017
	Chair	Program Review	16	December
	Chair	TBA documentation due to Deans		12/22/2017
	Dean	TBA documentation due to A&R		12/27/2017
	Chair	GRADES DUE		12/27/2017
		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.		TBD

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January	Chair	Chairs or designee to return student evaluation packets to faculty		1/2/2018
	Dean	1st galleys (Summer) due from Deans to Scheduling Offices		1/4/2018
	Chair	Perkins - 2nd quarterly reports due		1/8/2018
	Chair	2nd galleys (Fall) to Chairs		TBD
	Chair	2nd galleys (Summer) to Chairs		1/18/2018
	VP	Vice Presidents prioritize resource requests by division		1/19/2018
	Dean	Non-Assignment letters (Spring) to be sent by school Deans		1/19/2018
	Chair	Last chance to make any room changes for Spring semester; submit key requests		1/22/2018
	Chair	2nd galleys (Summer) due from Chairs to Deans		1/25/2018
	Chair	2nd galleys (Fall) due from Chairs to Deans		TBD
February		For catalog: review and validation of Credit by Exam and Pass/No pass		1/26/2017
	Chair	eLumen - SLOs and Course Reports due		2/1/2018
		Spring classes begin	1	2/5/2018
	Chairs	All syllabuses due from Chairs to school Deans	1	2/5/2018
	VP	VP prioritized requests shared with the Technology Committee		2/8/2018
	Dean	2nd Galleys (Fall) due from Deans to Scheduling Office; verify scheduling hours, upcoming FTES targets, and COR updates		TBD
	Dean	2nd Galleys (Summer) due from Deans to Scheduling Office		2/8/2018
	Chair/Dean	Cancel under-enrolled classes (fewer than 15 students, per Article 12 F)	1	2/9/2018
	Dean	Census date: calculate supervision pay & large class enrollment	3	2/20/2018
	Chair	Chairs submit seniority list (Spring) to Deans	3	2/20/2018
VP	VP prioritized requests shared with the Facilities Advisory Committee		2/20/2018	
Chair	Census and exclusion rosters due (8 calendar days after census)		Varies	
Dean/VP	Current FTES target check based on census enrollment	3	2/1/2018	


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March	Chair	Comprehensive evaluations committees formed	4	3/2/2018
	Chair	COR updates for Spring must be at Tech Review stop by first week of March	4	3/3/2017
	Chair	Priority lists (Summer) due from Chairs to Deans	4	3/2/2018
	Chair	Perkins - application for following academic year due first week; subcommittee meets to make recommendations on allocation		3/3/2018
	Chair	Page proofs (Summer) available and posted to faculty website		3/5-3/10/2018
	Dean	Deans submit priority lists (Summer) to Personnel Assistant	5	3/9/2018
	Dean	Deans submit supervision pay to VPAA	6	3/12/2018
	VP	Personnel Assistant to post priority lists online & send out offer letters (Summer)	6	3/16/2018
	Chair	Comprehensive evaluations plans developed and approved	6	3/16/2018
	Chair	Page proofs (Fall) available and posted to faculty website; verify that Honors, TBA, & DE classes have appropriate addendums attached to COR		TBD
	Chair/Dean	NOIs and job announcements due to Personnel Assistant 2 weeks after approval of FPPC list	6	Varies
	Dean	Schedule (Summer) available on Pierce website		3/21/2018
	Dean	Deans submit seniority lists (Spring) to Personnel Assistant	7	3/23/2018
	VP	Personnel Assistant to post seniority lists (Spring) online	8	3/29/2018
April		Spring Break		4/1-4/6/2018
	Chair	All staff classes filled for Fall schedule		4/6/2018
	Sched Spec	Fall schedule posted on web		TBD
	Chair	Perkins - 3rd quarterly reports due		4/15/2018
		Summer and Fall Textbook Requisitions due		4/15/2017
	VP	Personnel Assistant to send hourly assignment letters (Fall)	10	4/20/2018
	Dean	Deans and assistants review overload/banked hours for spring	10	4/20/2018
	Chair	Perkins - applications for next academic year due		End of April
Dean/VP	Memos prepared for payment of overload hours not being averaged or load banked	11	End of April	

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May	Chair	Comp. evaluation committee summaries are finalized and presented to faculty	12	5/4/2018
	Chair/Dean	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	5/4/2018
	VP	Vice president will approve overload payment requests and send DC supervision pay list to Admin. Analyst for payment processing.	12	May
	Chair	Cancel 185/285/385 directed studies courses with 0 enrollment	12	5/4/2018
	Dean	List of specially funded courses with fund numbers for Fall submitted to Admin. Analyst	13	End of May
	Chair	Workorder deadline for InfoTech project requests for Summer and Fall	14	5/18/2018
	Chair/Dean	All faculty evaluations with responses due to office of VPAA	14	5/18/2018
	Chair	1st galleys (Spring) to Dept. Chairs		5/24/2018
June	Dean	Deans to initiate PCRs for newly elected Dept. Chairs and Senate seats		6/1/2018
		FLEX forms due		TBD
	Chair	TBA documentation due from Chairs to Deans		6/15/2018
	Chair	1st Galleys (Spring) from Chairs to due to Deans		6/15/2018
	Chair	Chairs or designee to return student evaluation packets to faculty		6/18/2018
	Chair	GRADES DUE		6/20/2018
	Dean	TBA documentation due from Deans to A&R		6/20/2018
		UC transferability 1st cycle: courses submitted to the UC for transferability consideration. To qualify for submission, courses must be locally approved and CSU transferrable.		TBD

Color Code:
Schedule (Semesters)
Schedule (Intersession)
Curriculum
Evaluations
A&R
Perkins