

  
**Academic Affairs Timeline**

| Month     | Who?       | Activity  | Week # | 18-19     |
|-----------|------------|---|--------|-----------|
| July      | Chair      | Perkins - 4th quarterly report due  |        | 7/6/2018  |
|           | Chair      | 1st galleys (Spring) due from Chairs to Deans   |        | 7/12/2018 |
|           | Chair      | SLOs & PLOs due   |        | 7/20/2018 |
|           | Dean       | 1st galleys (Spring) from Deans to Scheduling Office; verify workblocks and large class assignments                   |        | 7/26/2018 |
|           | Chairs     | 1st galleys (Winter) to Chairs  |        | 7/26/2018 |
| August    | Chair      | Perkins - Final academic year reports due   |        | 8/6/2018  |
|           | Chairs     | 1st galleys (Winter) due from Chairs to Deans   |        | 8/9/2018  |
|           | Chair      | Last chance to make room changes for Fall; key requests must be submitted   |        | 8/13/2018 |
|           | Dean/VP    | Non-assignment letters (Fall) to be sent by school Deans  |        | 8/13/2018 |
|           | Chair      | eLumen Course Reports due (Fall)  |        | 8/14/2018 |
|           | Chair      | 2nd galleys (Spring) to Chairs  |        | 8/16/2018 |
|           | Dean       | 1st galleys (Winter) from Deans to Scheduling Office  |        | 8/16/2018 |
|           | ALL        | Leadership Retreat  |        | 8/17/2018 |
|           | Dean       | Fall classes begin; calculate department chair reassigned time  | 1      | 8/27/2018 |
|           | Chair      | 2nd galleys (Spring) due from Chairs to Deans   |        | 8/30/2018 |
|           | Chair      | 2nd galleys (Winter) to Chairs  |        | 8/30/2018 |
| September | Chair      | All syllabuses due from Chairs to school Deans  | 1      | 8/31/2018 |
|           | Chair/Dean | Cancel under-enrolled classes (fewer than 15 students, per Article 12 F)  | 1      | 8/31/2018 |
|           | Dean       | 2nd galleys (Spring) from Deans to Scheduling Office; verify scheduling hours, upcoming FTES targets, and COR updates |        | 9/6/2018  |
|           | Chair      | 2nd galleys (Winter) due from Chairs to Deans   |        | 9/6/2018  |
|           | Dean       | Census date; calculate supervision pay & large class enrollment   | 3      | 9/10/2018 |
|           | Chair      | Chairs submit seniority lists (Fall) to Deans   | 3      | 9/10/2018 |

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| Month                 | Who?                                | Activity   | Week #     | 18-19           |
|-----------------------|-------------------------------------|--|------------|-----------------|
| September<br>(cont'd) | Dean                                | 2nd galleys (Winter) due from Deans to Scheduling Office   |            | 9/10/2018       |
|                       | Chair                               | Census and exclusion rosters due (8 calendar days after census)  |            | Varies          |
|                       | Dean/VP                             | Current FTES target check based on census enrollment   | 3          | 9/10/2018       |
|                       | Chair                               | Evaluations: tenure-track and comprehensive committees formed  | 4          | 9/21/2018       |
|                       | Chair                               | Priority lists (Winter) due from Chairs to Deans   | 4          | 9/21/2018       |
|                       | Chair                               | Page proofs (Winter) available and posted to faculty website   |            | 9/25-9/27/2019  |
|                       | Chair                               | Faculty Position Priority applications due   | 5          | 9/28/2018       |
|                       | Senate                              | Notification of FLEX requirements NOT met sent to faculty - salary adjustments   | 5          | 9/28/2018       |
| October               | Dean                                | Deans submit priority lists (Winter) to Personnel Assistant  | 5          | 9/28/2018       |
|                       | Chair                               | COR updates for Fall must be at Tech Review stop by first week of October  | 6          | 10/5/2018       |
|                       | Chair                               | Tenure-track and comprehensive evaluation plans developed and approved   | 6          | 10/5/2018       |
|                       | VP                                  | Personnel Assistant posts priority list online & sends out offer letters (Winter)  | 6          | 10/5/2018       |
|                       | Dean                                | Schedule (Winter) available on Pierce website  |            | 10/5/2018       |
|                       | Chair                               | Perkins - 1st quarterly reports due  |            | 10/1/2018       |
|                       | Chair                               | Page proofs (Spring) available and posted to faculty website: verify that Honors, TBA, & DE classes have appropriate addendums attached to COR |            | 10/8-10/13/2018 |
|                       | Dean                                | Deans submit seniority lists (Fall) to Personnel Assistant   | 7          | 10/12/2018      |
|                       | Chair                               | APPs due   | 7          | 10/12/2018      |
|                       | Chair                               | Textbook requisitions due (Winter and Spring)  |            | 10/15/2018      |
|                       | Chair                               | Curriculum: proposed new courses to be effective next Fall must be at Tech Review stop by October Curriculum meeting                           | 8          | 10/19/2018      |
|                       | Dean                                | Deans submit department chair supervision pay & reassigned time to VPAA office   | 8          | 10/19/2018      |
|                       | VP                                  | Personnel Assistant to post seniority lists (Fall) on the web  | 8          | 10/19/2018      |
|                       | Sched Spec                          | Schedule (Spring) available on Pierce website  |            | 10/24/2018      |
| Chairs                | All staff classes filled for Spring | 9  | 10/26/2018 |                 |
|                       |                                     |  |            | TBD             |
|                       |                                     | 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 # | 18-19           |
|----------|-------------------|---|--------|-----------------|
| November | <b>Dean</b>       | Deans and assistants review overload/banked hours for Fall  | 10     | 11/2/2018       |
|          | <b>VP</b>         | Personnel Assistant to send hourly assignment letters (Spring)  | 10     | 11/2/2018       |
|          | <b>Chair</b>      | 1st galleys (Fall) to chair and due from Chairs to Deans along with Large Class requests  |        | November        |
|          | <b>Chair</b>      | ALL tenure-track and comprehensive evaluations completed; committee summaries are finalized and presented to faculty  | 11     | 11/9/2018       |
|          | <b>Dean/VP</b>    | Memos prepared for payment of overload hours not being averaged or load banked  | 11     | 11/9/2018       |
|          | <b>Chair</b>      | 1st galleys (Summer) to Chairs  |        | 11/15/2018      |
|          | <b>VP</b>         | 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        |
|          | <b>Chair/Dean</b> | 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     | 11/16/2018      |
|          | <b>Chair</b>      | Cancel 185/285/385 directed studies courses with 0 enrollment   | 12     | 11/16/2018      |
|          | <b>Deans</b>      | List of specially funded courses with fund numbers for Spring submitted to Admin. Analyst   | 13     | End of November |
|          | <b>Dean</b>       | 1st galleys (Fall) due from Deans to Scheduling Office; verify workblocks and large class assignments   |        | TBD             |
| December | <b>Chair</b>      | Workorder deadline for InfoTech project requests for winter and spring  | 14     | 11/30/2018      |
|          | <b>Chair/Dean</b> | All faculty evaluations with responses due to office of VPAA  | 14     | 11/30/2018      |
|          | <b>Chair/Dean</b> | Annual Program Plans prioritized by school  | 15     | 12/3/2018       |
|          | <b>Chair</b>      | 1st galleys (Summer) back from Chairs to Area Deans   |        | 12/6/2018       |
|          | <b>Chair</b>      | Program Review  | 16     | December        |
|          | <b>Chair</b>      | TBA documentation due to Deans  |        | 12/21/2018      |
|          | <b>Dean</b>       | TBA documentation due to A&R  |        | 12/26/2018      |
|          | <b>Chair</b>      | GRADES DUE  |        | 12/26/2018      |
|          |                   | 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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| Month    | Who?  | Activity  | Week #    | 18-19     |
|----------|---|---|-----------|-----------|
| January  | Chair   | Chairs or designee to return student evaluation packets to faculty  |           | 1/1/2019  |
|          | Dean  | 1st galleys (Summer) due from Deans to Scheduling Offices   |           | 1/3/2019  |
|          | Chair   | Perkins - 2nd quarterly reports due   |           | 1/15/2019 |
|          | Chair   | 2nd galleys (Fall) to Chairs  |           | 1/10/2019 |
|          | Chair   | 2nd galleys (Summer) to Chairs  |           | 1/17/2019 |
|          | VP  | Vice Presidents prioritize resource requests by division  |           | 1/18/2019 |
|          | Dean  | Non-Assignment letters (Spring) to be sent by school Deans  |           | 1/18/2019 |
|          | Chair   | Last chance to make any room changes for Spring semester; submit key requests   |           | 1/21/2019 |
|          | Chair   | 2nd galleys (Summer) due from Chairs to Deans   |           | 1/24/2019 |
|          | Chair   | 2nd galleys (Fall) due from Chairs to Deans   |           | TBD       |
|          | Chair   | For catalog: review and validation of Credit by Exam and Pass/No pass   |           | 1/25/2019 |
| February | Chair   | eLumen - SLOs and Course Reports due  |           | 1/25/2019 |
|          |   | Spring classes begin  | 1         | 2/4/2019  |
|          | Chairs  | All syllabuses due from Chairs to school Deans  | 1         | 2/4/2019  |
|          | VP  | VP prioritized requests shared with the Technology Committee  |           | 2/7/2019  |
|          | 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  |           | 2/7/2019  |
|          | Chair/Dean  | Cancel under-enrolled classes (fewer than 15 students, per Article 12 F)  | 1         | 2/8/2019  |
|          | Dean  | Census date: calculate supervision pay & large class enrollment   | 3         | 2/19/2019 |
|          | Chair   | Chairs submit seniority list (Spring) to Deans  | 3         | 2/19/2019 |
|          | VP  | VP prioritized requests shared with the Facilities Advisory Committee   |           | 2/19/2019 |
| Chair    | Census and exclusion rosters due (8 calendar days after census) |   | Varies    |           |
| Dean/VP  | Current FTES target check based on census enrollment            | 3   | 2/19/2019 |           |


  
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| Month   | Who?   | Activity   | Week #       | 18-19         |
|---------|--|--|--------------|---------------|
| March   | Chair  | Comprehensive evaluations committees formed  | 4            | 3/1/2019      |
|         | Chair  | COR updates for Spring must be at Tech Review stop by first week of March  | 4            | 3/1/2019      |
|         | Chair  | Priority lists (Summer) due from Chairs to Deans   | 4            | 3/1/2019      |
|         | 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   |              | 3/4-3/11/2019 |
|         | Dean   | Deans submit priority lists (Summer) to Personnel Assistant  | 5            | 3/8/2019      |
|         | Dean   | Deans submit supervision pay to VPAA   | 6            | 3/11/2019     |
|         | VP   | Personnel Assistant to post priority lists online & send out offer letters (Summer)  | 6            | 3/15/2019     |
|         | Chair  | Comprehensive evaluations plans developed and approved   | 6            | 3/15/2019     |
|         | 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  |              | 3/20/2019     |
|         | Dean   | Deans submit seniority lists (Spring) to Personnel Assistant   | 7            | 3/22/2019     |
|         | VP   | Personnel Assistant to post seniority lists (Spring) online  | 8            | 3/28/2019     |
| April   |  | Spring Break   |              | 3/29-4/5/2019 |
|         | Chair  | All staff classes filled for Fall schedule   |              | 4/5/2019      |
|         | Sched Spec   | Fall schedule posted on web  |              | TBD           |
|         | Chair  | Perkins - 3rd quarterly reports due  |              | 4/15/2019     |
|         |  | Textbook requisitions due (Summer and Fall)  |              | 4/15/2019     |
|         | VP   | Personnel Assistant to send hourly assignment letters (Fall)   | 10           | 4/19/2019     |
|         | Dean   | Deans and assistants review overload/banked hours for spring   | 10           | 4/19/2019     |
|         | 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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| Month | Who?       | Activity  | Week # | 18-19      |
|-------|------------|---|--------|------------|
| May   | Chair      | Comp. evaluation committee summaries are finalized and presented to faculty   | 12     | 5/3/2019   |
|       | 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     | 5/3/2019   |
|       | 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     | 5/3/2019   |
|       | 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     | 5/17/2018  |
|       | Chair/Dean | All faculty evaluations with responses due to office of VPAA  | 14     | 5/17/2019  |
|       | Chair      | 1st galleys (Spring) to Dept. Chairs  |        | 5/23/2019  |
| June  | Dean       | Deans to initiate PCRs for newly elected Dept. Chairs and Senate seats  |        | 6/1/2019   |
|       |            | FLEX forms due  |        | TBD        |
|       | Chair      | TBA documentation due from Chairs to Deans  |        | 6/14/2019  |
|       | Chair      | GRADES DUE  |        | 6/14/2019  |
|       | Chair      | 1st Galleys (Spring) from Chairs to due to Deans  |        | 6/14/2019  |
|       | Chair      | Chairs or designee to return student evaluation packets to faculty  |        | 6/17/2019  |
|       | Dean       | TBA documentation due from Deans to A&R   |        | 6/19/2019  |
|       |            | 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                 |