### Important Instruction Dates – Fall 2014

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>May – Aug.</td>
<td>CATALOG: Catalog to Board of Trustees for approval</td>
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<tr>
<td>August</td>
<td>PART-TIME FACULTY CONTRACTS: All contracts signed before classes begin.</td>
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<tr>
<td>August</td>
<td>FULL-TIME FACULTY FLEX: Annual plans due</td>
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<td>Aug. 8</td>
<td>FACULTY LOAD: Preliminary Faculty Load Reports for Fall due to VP’s Office.</td>
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<tr>
<td>Aug. 13</td>
<td>Part-time Faculty Orientation</td>
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<td>Aug. 29</td>
<td>PART-TIME FACULTY EVALUATION: Deans provide names of peer evaluators for part-time faculty scheduled for fall evaluation to VP Office</td>
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<td>Aug. – Sept.</td>
<td>TENURE REVIEW / PEER EVALUATOR TRAINING: Required training completed</td>
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<tr>
<td>September</td>
<td>VP notifies Deans and Directors to begin preparing for AAP/PR and Hiring Priorities processes.</td>
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<tr>
<td>Sept. 7</td>
<td>ADVISORY COMMITTEES: VTEA Program Advisory Committee information to VP Office</td>
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<tr>
<td>Sept. 10</td>
<td>TBA HOUR documentation due to VP office.</td>
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<tr>
<td>Sept. 12</td>
<td>FACULTY LOAD: Completed and signed Faculty Load Reports for Fall due to VP’s Office. (Census 9/8)</td>
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<tr>
<td>Sept. 30</td>
<td>STOT: Deadline for packets to be distributed by Research Office</td>
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<tr>
<td>Oct. 9</td>
<td>STOT: Deadline for packets to be completed, collected, and returned to Research Office for probationary faculty.</td>
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<td>Oct. 10</td>
<td>HIRING PRIORITIES: Faculty Hiring Priorities requests for new permanent full-time faculty positions for the following year are due to VP Office</td>
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<tr>
<td>Oct. 15</td>
<td>STOT: Deadline for packets to be completed, collected, and returned to Research Office for remainder of faculty</td>
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<tr>
<td>Oct. 16</td>
<td>STOT: Probationary faculty information summarized/tabulated by Research and returned to appropriate Division Dean.</td>
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<tr>
<td>Oct. 23</td>
<td>STOT: Remainder of faculty information summarized/tabulated by Research and returned to appropriate Division Dean.</td>
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<tr>
<td>Oct. – Nov.</td>
<td>ANNUAL AREA PLANS/PROGRAM REVIEW: Deans submit list of funding requests for AAP/PR initiatives to IC.</td>
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<td>Prior to Nov. 1</td>
<td>SALARY ADVANCEMENT/ESD: Verification of units and documentation to support unit equivalents must be submitted to HR</td>
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<tr>
<td>Prior to Nov. 15</td>
<td>TENURE REVIEW: Individual Tenure Review Committee materials (including completed Faculty Evaluation Summary Report and recommendations) due to Vice President’s Office for Institutional Tenure Review Committee review.</td>
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<td>December</td>
<td>ADVISORY COMMITTEES: Fall Program Advisory Committee meetings completed.</td>
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### January 2015

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- 1 – New Year’s Day Hol.
- 9-16 – Floating Flex
- 20 – Mandatory Flex Day
- 19 – M.L. King Day
- 21 – Spring Semester Begins

### February 2015

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- 13 – Lincoln Day
- 16 – Washington Day

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- 6 – Spring Recess Day
- 6-10 – Spring Break

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- 25 – Memorial Day

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### Important Instruction Affairs Dates – Spring 2015

- January: BUDGET DEVELOPMENT begins for the next academic year.
- January: PART-TIME FACULTY CONTRACTS: All contracts signed before classes begin.
- Jan. 9: FACULTY LOAD: Preliminary Faculty Load Reports for Spring due to VP’s Office.
- Jan. 15: Part-time Faculty Orientation
- Jan. – Feb.: TENURE REVIEW: Board of Trustees decides on continued employment of probationary faculty members (per Ed Code on or before 3/15)
- Prior to Jan. 21: TENURE REVIEW: Individual Tenure Review Committee materials due to Vice President’s office
- Jan. 30: TBA HOUR documentation due to VP office.
- Jan. 30: SABBATICAL leave applications for next academic year due to Vice President’s Office (if offered)
- Jan. 30: PART-TIME FACULTY EVALUATION: Deans provide names of peer evaluators for part-time faculty scheduled for spring evaluation to VP Office
- Feb. 11: FACULTY LOAD: Completed and signed Faculty Load Reports for Spring due to VP’s Office. (Census 2/9)
- Feb. 24: STOT: Deadline for packets to be distributed by Research Office
- March 4: STOT: Deadline for packets to be completed, collected, and returned to Research Office
- March 11: STOT: Probationary faculty information summarized/tabulated by Research and returned to appropriate Division Dean
- March 18: STOT: Remainder of faculty information summarized/tabulated by Research and returned to appropriate Division Dean
- April: PURCHASING: Deadline for purchase orders to Bus. Office
- April 1: TENURE REVIEW: Deans submit new committees and changes to existing committees for next academic year to VP Office.
- Prior to May 1: TENURE REVIEW: Completed spring Individual Tenure Review Committee materials due to VPAA.
- Prior to May 15: VTEA Local Plan due to Vice President
- WORK SCHEDULES: Classified Employees’ work schedules for next academic year due to VP office.
- EVALUATIONS:
  - Classified employee’s evaluations due to VP Office.
  - Tenured FT faculty evaluations due to VP Office.
  - Part-time faculty evaluations due to VP Office
- Prior to end of semester: EVALUATIONS: Full-time and part-time evaluations completed and submitted to VP Office.
- FACULTY EVALUATIONS: Deans provide names of peer evaluators for full-time tenured faculty to VP Office
- FLEX: Certification of completion of FT flex obligation due to the VP’s Office

Refer to the following documents for additional timeline information:
- Curriculum Council Important Dates and Deadlines
- Integrated Planning Manual (institutional planning dates and deadlines)
- Schedule Timeline (schedule production deadlines)
- VTEA Timeline