

Instruction - 2018-19

JULY 2018							
	S	M	T	W	TH	F	S
4 – Independence Day	1	2	3	H	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

AUGUST 2018							
	S	M	T	W	TH	F	S
10 – PT Orientation				1	2	3	4
11– Flex Day							
14 – Fall Semester Starts	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

SEPTEMBER 2018							
	S	M	T	W	TH	F	S
4 – Labor Day							1
	2	H	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

OCTOBER 2018							
	S	M	T	W	TH	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

NOVEMBER 2018							
	S	M	T	W	TH	F	S
10 – Veterans Day Obs.					1	2	3
20-22 – Floating Flex	4	5	6	7	8	9	10
23-24 – Thanksgiving Holiday	11	12	13	14	15	16	17
	18	19	20	21	H	H	24
	25	26	27	28	29	30	

DECEMBER 2018							
	S	M	T	W	TH	F	S
24 – Christmas Eve							1
25 – Christmas Day							
28 – Admissions Day Obs.	2	3	4	5	6	7	8
31 – New Year's Eve	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	H	H	26	27	H	29
	30	H					

IMPORTANT INSTRUCTION DATES – FALL 2017	
Prior to Nov. 1	SALARY ADVANCEMENT/ESD: Verification of units and documentation to support unit equivalents must be submitted to HR
Prior to Nov. 15	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.
Dec. 3	ANNUAL AREA PLANS/PROGRAM REVIEW: Deans submit list of funding requests for AAP/PR initiatives to IC.
Prior to Dec. 21	Part-time faculty evaluations due to VP Office GAINFUL EMPLOYMENT: Deadline for annual updates to Gainful Employment website due to the VP's Office for posting.

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)

JANUARY 2019							
	S	M	T	W	TH	F	S
1 – New Year's Day Hol.			H	2	3	4	5
14-17– Floating Flex							
18 – Flex Day	6	7	8	9	10	11	12
21 – M.L. King Day	13	14	15	16	17	18	19
22 – Spring Semester Begins	20	H	22	23	24	25	26
	27	28	29	30	31		

FEBRUARY 2019							
	S	M	T	W	TH	F	S
15 – Lincoln Day						1	2
18 – Washington Day							
	3	4	5	6	7	8	9
	10	11	12	13	14	H	16
	17	H	19	20	21	22	23
	24	25	26	27	28		

MARCH 2019							
	S	M	T	W	TH	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

APRIL 2019							
	S	M	T	W	TH	F	S
15-19 – Spring Break		1	2	3	4	5	6
19 – Spring Recess Day							
	7	8	9	10	11	12	13
	14	15	16	17	18	H	20
	21	22	23	24	25	26	27
	28	29	30				

MAY 2019							
	S	M	T	W	TH	F	S
24 – Commencement				1	2	3	4
27 – Memorial Day							
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	H	28	29	30	31	

JUNE 2019							
	S	M	T	W	TH	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

IMPORTANT INSTRUCTION DATES – SPRING 2019	
January	BUDGET DEVELOPMENT begins for the next academic year. PART-TIME FACULTY CONTRACTS: All contracts signed before classes begin Part-time Faculty Orientation
Jan. 11	FACULTY LOAD: Preliminary Faculty Load Reports for Spring due to VP's Office.
Jan. – Feb.	TENURE REVIEW: Board of Trustees decides on continued employment of probationary faculty members (per Ed Code on or before 3/15)
Jan. 31	SABBATICAL leave applications for next academic year due to Vice President's Office (if offered)
Feb. 6	PART-TIME FACULTY EVALUATION: Deans provide names of peer evaluators for part-time faculty scheduled for spring evaluation to VP Office
Feb.8	FACULTY LOAD: Completed and signed Faculty Load Reports for Spring due to VP's Office. (Census February 4th) TBA HOUR documentation due to A&R.
Feb. 22	STOT: Deadline for packets to be distributed
March 2	STOT: Deadline for packets to be completed, collected, and returned
March 15	STOT: Probationary faculty information summarized/tabulated and returned to appropriate Division Dean
March 22	STOT: Remainder of faculty information summarized/tabulated and returned to appropriate Division Dean
Prior to May 1	TENURE REVIEW: Completed Spring Individual Tenure Review Committee materials due to VPI.
May	PURCHASING: Deadline for purchase orders to Bus. Office
May 8	TENURE REVIEW: Deans submit new committees and changes to existing committees for next academic year to VP Office.
Prior to May 24	EVALUATIONS: <ul style="list-style-type: none"> Classified employee's evaluations due to VP Office. Tenured FT faculty evaluations due to VP Office. Part-time faculty evaluations due to VP Office

10/16/18- cev

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