

# Academic Affairs

## Important Dates for 2008-09

### FALL SEMESTER

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|-----------|---|
| June-Aug  | College catalog submitted to Board of Trustees for approval.  |
| August    | VTEA Program Advisory Committee Information to VP Office  |
| 8/15      | VTEA final report information from Deans due to VP of Academic Affairs (Completed Final Report due to Chancellor's Office by 8/31)  |
| Aug-Sept  | TENURE REVIEW: Required training for Individual Tenure Review Committee members and mentors.  |
| Mid Sept. | HIRING PRIORITIES: Begin hiring procedure for new permanent faculty positions. Deans/Directors will present to the Faculty Hiring Priorities Committee their written recommendations for new permanent full-time faculty positions for the following academic year. |
| 9/5       | FACULTY LOAD: Faculty Load Report section data from IT to Division Deans (census – 9/2)   |
| 9/17      | FACULTY LOAD: Completed and signed Faculty Load Reports for Fall <b><u>due to VPAA Office.</u></b>  |
| October   | Tech Prep Articulation Meeting  |
| 10/1      | STOT: Deadline for packets to be distributed by Research Office.  |
| 10/10     | STOT: Deadline for packets to be completed, collected, and returned to Research Office.   |
| 10/15     | PROGRAM REVIEW: Recommendations for Second-Level Program Review Team membership <b><u>due to VPAA.</u></b>  |
| 10/17     | STOT: Probationary faculty information summarized/tabulated by Research and returned to appropriate Division Dean.  |
| 10/24     | STOT: Remainder of faculty information summarized/tabulated by Research and returned to appropriate Division Dean.  |
| 11/1      | HIRING PRIORITIES: Prioritized New Faculty Position Hiring List to the Academic Senate and Superintendent/President from the Faculty Hiring Priorities Committee  |
| 11/15     | TENURE REVIEW: Individual Tenure Review Committee materials (including completed Faculty Evaluation Summary Report and recommendations) <b><u>due to VPAA for Institutional Tenure Review Committee review.</u></b>   |
| Dec.      | Fall Program Advisory Committee meetings should be completed.   |

### SPRING SEMESTER

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|---------------|--|
| 1/29          | FACULTY LOAD: Faculty Load Report section data from IT to Division Deans (census – 1/26)   |
| Prior to 1/30 | TENURE REVIEW: Individual Tenure Review Committee materials <b><u>due to VPAA.</u></b>   |
| 1/31          | SABBATICAL leave applications for next academic year <b><u>due to VPAA (if offered)</u></b>  |
| 2/1           | TENURE REVIEW: Institutional Tenure Review Committee recommendation to Superintendent/President. (per contract due no later than 2/15)                           |
| 2/10          | FACULTY LOAD: Faculty Load Reports for Spring <b><u>due to VPAA office.</u></b>  |
| 2/13          | TENURE REVIEW: Board of Trustees decides on continued employment of probationary faculty members (per Ed Code on or before 3/15)                                 |
| 2/25          | STOT: Deadline for packets to be distributed by Research Office.   |
| 3/5           | STOT: Deadline for packets to be completed, collected, and returned to Research Office.  |
| 3/12          | STOT: Probationary faculty information summarized/tabulated by Research and returned to appropriate Division Dean.   |
| 3/15          | PROGRAM REVIEW: Program review assessment report with action plan due to VPAA and College Council  |
| 3/19          | STOT: Remainder of faculty information summarized/tabulated by Research and returned to appropriate Division Dean.   |
| April         | Deadline for purchase orders to Business Office  |
| April         | Spring 8 <sup>th</sup> Grade Career Day  |
| 4/4           | TENURE REVIEW: New committees and changes to existing committees for next academic year due to VPAA for compiling and submission to Academic Senate for approval |
| 4/15          | VTEA Local Plan <b><u>due to VPAA.</u></b>   |
| May           | New part-time faculty evaluation process completed.  |
| May           | Spring Program Advisory Committee meetings should be completed.  |
| May           | TENURE REVIEW: Individual Tenure Review Committee members and Mentor stipend/payment form prepared and ready for processing.                                     |
| 5/1           | TENURE REVIEW: Completed spring Individual Tenure Review Committee materials <b><u>due to VPAA.</u></b>  |
| 5/15          | Classified Employees' work schedules for next academic year <b><u>due to appropriate VP's Office.</u></b>  |
| 5/15          | Tenured full-time Certificated Employees' evaluations <b><u>due to H.R.</u></b>  |
| 5/15          | Classified Employees' evaluations <b><u>due to H.R.</u></b>  |