

**ACADEMIC AFFAIRS CALENDAR
2015-2016**

✓	DUE DATE	FALL 2015 –TASKS	RESPONSIBLE
<input type="checkbox"/>	On or before Wednesday, April 15, 2015	Faculty Staffing – <ul style="list-style-type: none"> • DCs identify preliminary faculty staffing needs; confer with SAs in Santa Rosa and Petaluma. • Petaluma Campus SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests in the PRPP. • DCs meet by cluster and consult with Santa Rosa SAs to review ranking of staffing requests. Each position that has been ranked is to be entered into the related PRPP by the end of September 2015. 	Department Chairs Supervising Admins
<input type="checkbox"/>	On or before Monday, May 11, 2015	Faculty Staffing – <ul style="list-style-type: none"> • SAs report out to Academic Affairs Council (AAC) the tentative ranking of faculty staffing requests from their cluster. • The Santa Rosa Dean of Counseling and Support Services and the Petaluma Dean of Student Services are invited to attend this part of the AAC meeting and discussion. Results of the AAC review are reported back to the DCs. • Although forms are not submitted until the end of September, SAs and/or DCs may begin preparation of the Narrative Summary (NS). 	
<input type="checkbox"/>	June 15-28	Fall 2015 Priority 1 Registration	Admissions
<input type="checkbox"/>	June 29-30	Fall 2015 Priority 2 Registration	Admissions
<input type="checkbox"/>	July 1-2	Fall 2015 Priority 3 Registration	Admissions
<input type="checkbox"/>	July 6-7	Fall 2015 Priority 4 Registration	Admissions
<input type="checkbox"/>	July 8-9	Fall 2015 Priority 5 Registration	Admissions
<input type="checkbox"/>	Monday, July 13	Fall 2015 Open Web Registration for ALL students begins	Admissions
<input type="checkbox"/>	Thursday, July 30	Scheduling – Confirmation Letters for Fall 2015 adjunct/overload teaching sent out.	Scheduling
<input type="checkbox"/>	Friday, July 31	PAFs due from Dept. Chairs to Sr. VPAA for Dept. Chair/teaching assignments for 2015-16	Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, Aug. 4	Scheduling – Spring 2016 Proof #1 distributed to department chairs	Scheduling

<input type="checkbox"/>	Wednesday, Aug. 12	Department Chair Training Day	DCC Co-Chairs (Debbie Albers, Terry Mulcaire)
<input type="checkbox"/>	Thursday, Aug. 13	Adjunct Faculty Orientation New Faculty Orientation District-Designated Activities Day	Professional Development Academic Affairs
<input type="checkbox"/>	Friday, Aug. 14	Professional Development Activity (PDA) Day – Institutional Day (Mandatory attendance for regular faculty)	Professional Development
<input type="checkbox"/>	Friday, Aug. 14	Summer 2015 Final Grade Rosters Due by 11:59 p.m.	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Monday, Aug. 17	Fall Classes begin	
<input type="checkbox"/>	Tuesday, Aug. 18	Department Chair Council and Instructional Managers (DCC/IM) Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	Friday, Aug. 21	New Faculty Orientation	Professional Development Academic Affairs
<input type="checkbox"/>	August 17-28	Evaluations: Regular and Adjunct <ul style="list-style-type: none"> • Spreadsheets indicating adjunct and regular faculty due for evaluation are distributed to department chairs and supervising admins • Faculty to be evaluated are notified via District email by the Dean, Liberal Arts & Sciences for adjunct faculty and by the Dean, Curriculum for regular faculty. Tenure Review (TR) <ul style="list-style-type: none"> • Tenure Review team composition is confirmed with supervising administrators. • TR faculty and TR teams are notified of their duties via District email. • SAs retrieve blue TR file folders from HR for all faculty in tenure review. 	Dean, Liberal Arts & Sciences/Dean, Curriculum Department Chairs Supervising Admins
<input type="checkbox"/>	Monday, Aug. 24	Curriculum – First Fall Curriculum Review Committee (CRC) meeting	Dean of Curriculum
<input type="checkbox"/>	Friday, August 28	Faculty Staffing Committee (FSC) meets to review timelines, member responsibilities, rubric for evaluating requests, guidelines for ranking of requests, use of PRPP data, committee structure and other topics as needed.	Faculty Staffing Committee
<input type="checkbox"/>	By Tuesday, Sept. 1	Adjunct Faculty Pool updates due to HR	Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, Sept. 1	Department Chair Council (DCC) Meeting	DCC Co-Chairs
<input type="checkbox"/>	Friday, Sept. 4	Scheduling – Proof 1 Spring 2016 due from Chairs to Supervising Administrator <ul style="list-style-type: none"> • Communicate Enrollment Mgmt. strategy 	Department Chairs Supervising Admins Sr. VP Academic Affairs
<input type="checkbox"/>	Friday, Sept. 4	Evaluations – Regular Faculty only Deadline for Regular faculty evaluatees to request a non-department peer evaluator (mandatory deadline).	Department Chairs

		Evaluations – Regular and Adjunct Peer observers are assigned from department’s rotation list. Dept. Chair informs evaluatees. Each evaluatee has one opportunity to reject the assigned peer.	
<input type="checkbox"/>	Tuesday, Sept. 8	Professional Development Flex Day <i>(for flexible calendar purposes only - no classes, no scheduled professional development activities)</i>	Professional Development
<input type="checkbox"/>	Thursday, Sept. 10	Scheduling – Proof 1 Spring 2016 due from Supervising Administrator to Scheduling	Supervising Admins
<input type="checkbox"/>	By Friday, Sept. 11	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59pm	Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	By Friday, Sept. 11	Evaluations: Adjunct and Regular: <ul style="list-style-type: none"> • Dept. Chair assigns alternate peer (next name on rotation list) for any evaluatee who rejected initial peer assigned. • Dept. Chair and SA consult and deliberate to determine if DC or SA will choose to observe any of them. • DC notifies evaluatees via District email of their evaluation team members (except non-dept. peer request), including who will observe. • DC and SA determine if classified staff input is desired for any evaluations and plan to distribute DTREC-approved feedback forms. Tenure Review: Evaluatee <i>Self-Assessment Report</i> , course syllabi and schedules due to supervising admins (mandatory deadline).	Department Chairs Supervising Admins
<input type="checkbox"/>	On or before Friday, Sept. 11	Faculty Staffing: <ul style="list-style-type: none"> • Final review and confer by Santa Rosa and Petaluma Cluster SAs and DCs to verify faculty priorities. 	Santa Rosa and Petaluma Deans Supervising Admins Department Chairs
<input type="checkbox"/>	Tuesday, Sept. 15	Department Chair Council and Instructional Managers (DCC/IM) Meeting <ul style="list-style-type: none"> • FSC reviews of Faculty Staffing process 	Sr. VP Academic Affairs
<input type="checkbox"/>	By Friday Sept. 18	Evaluations – Regular and Adjunct <ul style="list-style-type: none"> • Dean, Curriculum coordinates the selection of non-department peers (regular faculty evals only) and notifies evaluatees and members of the evaluation teams. • Evaluatee course syllabi, schedules and <i>Self-Assessment Report</i> (regular faculty only; mandatory deadline) due to department chair • SAs provide to Dean, Liberal Arts & Sciences (Adjunct)/Dean, Curriculum (Regular) a list of department peers and 	Dean, Liberal Arts & Sciences/Dean, Curriculum Supervising Admins Department Chairs

		<p>other team members who will conduct observations for each evaluatee.</p> <ul style="list-style-type: none"> • Evaluations – Tenure Review • Tenure Review teams meet to organize the TR activities required (see TR Timelines). 	
<input type="checkbox"/>	Monday, Sept. 21	<p>Faculty Staffing:</p> <ul style="list-style-type: none"> • AAC reviews faculty staffing process and role of deans. 	Supervising Admins
<input type="checkbox"/>	Sept. 21 – October 30	<p>Evaluations – Regular and Adjunct</p> <ul style="list-style-type: none"> • Observations with student evaluations are carried out (6-week period). • Student evaluations are summarized. 	Department Chairs
<input type="checkbox"/>	Sept. 25-28	Scheduling – Proof #1 Spring 2016 FTEF review	Sr. VPAA Dean 3s
<input type="checkbox"/>	Friday, Sept. 25	<p>Evaluations – Regular and Adjunct</p> <ul style="list-style-type: none"> • DC sends copies of syllabi, schedules and regular faculty <i>Self-Assessment Reports</i> to peer observers and SA (District email preferred) 	Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, September 29	Scheduling - Proof 2 Spring 2016 distributed	Scheduling
<input type="checkbox"/>	On or before Friday, October 2	<p>Faculty Staffing – For Each Position, Review and Update Faculty Staffing Request sections on the PRPP and its ranking. DC must also prepare, for each requested position, a Narrative Summary (NS) to highlight the supporting data and need for the position. NSs for faculty requests for the Petaluma Campus SA in discussion with the DC. The “Guiding Principles” document provided by the FSC provides critical information to be covered in the NS.</p>	Supervising Admins Department Chairs
<input type="checkbox"/>	Friday, October 2	Faculty Staffing Committee meets with representatives of the Department Chair Council (DCC) to provide DCC perspective and highlight departmental needs. DCs and VPs are invited to attend.	FSC DCC VPs
<input type="checkbox"/>	Tuesday, October 6	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	On or before Friday, October 9	<p>Faculty Staffing – Deadline for submitting lists, completed PRPPs and Narrative Summaries from the SAs to the FSC.</p> <ul style="list-style-type: none"> • SA submits list of requested positions in rank order along with the related Narrative Summary for each position to the Dean, CTE & Economic Development, who in turn sends these items to the Faculty Staffing Committee. • Once submissions are complete, the Dean, CTE posts faculty-related documents on the FSC website. This includes, but is not limited to, Dean Ranking Lists, Narrative Summaries, Guiding Principles and other documents as determined by the FSC. 	Supervising Admins FSC

<input type="checkbox"/>	Monday, October 12	Faculty Staffing Committee: <ul style="list-style-type: none"> Meets with VPs of Academic Affairs, Student Services and Petaluma Campus to provide organizational perspective and highlight District-wide needs. Meets to finalize process and set rubric for prioritizing staffing requests. 	FSC VPs
<input type="checkbox"/>	Monday, October 12 – Sunday, November 1	MIDTERM GRADES DUE Link active from Monday, October 12 through 11:59p.m. Sunday, November 1, 2015 for all full semester courses	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Tuesday, October 13	Scheduling – Proof 2 Spring 2016 due from Chairs to Supervising Administrators	Department Chairs
<input type="checkbox"/>	Tuesday, October 13	Instructional Software Requests Spring 2016 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	Department Chairs
<input type="checkbox"/>	Monday, October 19	Scheduling – Proof 2 Spring 2016 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Tuesday, October 20	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	October 30– November 2	Scheduling – Final Spring 2016 FTEF review	Sr. VPAA Dean 3s
<input type="checkbox"/>	Friday, October 30 and Tuesday, Nov. 3	Faculty Staffing – Committee meets for scheduled presentations by SAs to FSC. The committee continues after presentations to determine prioritized rankings of requested faculty positions and completes rankings on Tuesday, November 3 rd .	FSC Supervising Admins
<input type="checkbox"/>	Sunday, November 1	MIDTERM GRADES for all full semester courses due by 11:59 p.m.	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Tuesday Nov. 3	Scheduling - Spring 2016 classes available on SRJC Web site (permatized)	IT/Scheduling
<input type="checkbox"/>	Tuesday, Nov. 3	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	By Friday, Nov. 6	Evaluations – Regular and Adjunct Each team observer confers with evaluatee to discuss <i>Observation Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the <i>Observation Report</i> , including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original <i>Observation Report</i> and sends to the department chair.	Evaluation team observers
<input type="checkbox"/>	Monday, Nov. 9	Faculty Staffing – Committee forwards a confidential list of ranked recommendations to the Sr. VPAA and Superintendent/President	FSC
	Monday, Nov. 9	Spring 2016 Priority Web Registration for continuing students begins	Admissions
<input type="checkbox"/>	By Friday, Nov. 13	Evaluations – Adjunct and Regular	Supervising Admins Department Chairs

		Team members confer regarding <i>Final Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract)	Peer Evaluators
<input type="checkbox"/>	Sunday, November 15	LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m.	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Tuesday, Nov. 17	Scheduling – Spring 2016 schedule to printer	Scheduling
<input type="checkbox"/>	Tuesday, Nov. 17	DCC/IM Meeting	SVP Academic Affairs
<input type="checkbox"/>	Wednesday, Nov. 18	Scheduling - Proof 1 Summer 2016 distributed • Communicate Enrollment Management strategy	Scheduling Sr. VP Academic Affairs
<input type="checkbox"/>	Friday, Nov. 20	Last day to submit Individual, Group or Menu of Activities Flex Proposals for the fall semester.	Faculty members Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	By Friday, Nov. 20	Evaluations – Regular and Adjunct <i>Minority Reports, if needed, are due.</i>	Evaluation team members
<input type="checkbox"/>	On or before Wednesday, Nov. 25	Faculty Staffing – Action taken by Superintendent/President on FSC recommendations is distributed to the college community by the Sr. VPAA. SAs complete a Personnel Requisition form for each approved position. Hiring committees should be formed and the HR Department should be contacted as soon as possible to develop a job announcement and begin the recruitment process.	Sr. VP Academic Affairs Supervising Admins
<input type="checkbox"/>	Friday, Nov. 27	Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Professional Development
<input type="checkbox"/>	Tuesday, Dec. 1 at 5:00pm	Absolute deadline for adjunct flex hours to be completed and verification forms/NOAs received in Professional Development	Adjunct faculty members Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Tuesday, December 1	Scheduling – Spring 2016 printed schedules delivered to campuses.	
<input type="checkbox"/>	Tuesday, Dec. 1	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Thursday, Dec. 3	Scheduling - Proof 1 Summer 2016 due from Chairs to Supervising Administrator	Department Chairs
<input type="checkbox"/>	By Friday, Dec. 4	Faculty Staffing – Requisitions and job announcements are routed for approval. Advertising for approved positions begins by this date.	Supervising Admins
<input type="checkbox"/>	Friday, Dec. 4	Pay dock list submitted to Payroll Office for non-compliance with Flex Program obligations (pay docks for Adjunct Faculty only)	Professional Development

<input type="checkbox"/>	By Friday, Dec. 4	Evaluations – Regular and Adjunct All <i>Observation Reports</i> , <i>Final Report</i> and any <i>Minority Reports</i> are ready for evaluatee to review and sign. (Mandatory deadline; see details in Timeline in Article 14 of District/AFA Contract)	Department Chairs Supervising Admins Peer Evaluators
<input type="checkbox"/>	Monday, Dec. 7	Spring 2016 Open Web Registration for ALL students begins	Admissions
<input type="checkbox"/>	Tuesday, Dec. 8	Scheduling - Proof 1 Summer 2016 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	By Friday, Dec. 11	Evaluations – Tenure Review <ul style="list-style-type: none"> • Observations and student evals are completed • SAs prepare summaries of student evals • <i>Team Member Reports</i> are completed 	TR team members Supervising Admins
<input type="checkbox"/>	Monday, Dec. 14	Curriculum – Final Fall CRC meeting	Department Chairs
<input type="checkbox"/>	Tuesday, Dec. 15	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	Wednesday, Dec. 16	Scheduling – Confirmation Letters for Spring 2016 adjunct/overload teaching sent out	Scheduling
<input type="checkbox"/>	By Friday, Dec. 18	Evaluations – Tenure Review <ul style="list-style-type: none"> • Each team member meets with TR faculty member to review and sign the individual <i>Team Member Report</i>. • TR teams meet to discuss and prepare <i>Yearly Report</i>. Evaluations – Regular and Adjunct Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct).	TR Team Members Supervising Admins
<input type="checkbox"/>	By Thursday, Dec. 31	CTEA - Last day to encumber 2015-2016 CTEA grant project funds.	Department Chairs Supervising Admins
<input type="checkbox"/>	Friday, January 1, 2016	Fall Semester 2015 Final Grades Due by 11:59 p.m. Supervising Admins and Department Chairs to follow up on late grades.	Department Chairs Supervising Admins Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Dec. 21 - Jan. 17	Winter Break	<i>Enjoy!</i>

✓	DUE DATE	SPRING 2016 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Jan. 4-5, 2016	Scheduling – Proof #1 Summer 2016 FTEF review	Sr. VPAA Dean 3s
<input type="checkbox"/>	Wednesday, Jan. 6	Scheduling - Proof 2 Summer 2016 distributed	Scheduling
<input type="checkbox"/>	Tuesday, Jan. 19	Spring semester classes begin	
<input type="checkbox"/>	Tuesday, Jan. 19	PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.	IT Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Jan. 11-22	Evaluations – Adjunct <ul style="list-style-type: none"> Spreadsheets indicating adjunct faculty due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction. Adjunct faculty to be evaluated are notified via District email. Evaluations – Regular <ul style="list-style-type: none"> Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester. Faculty scheduled for spring evaluations are sent District email reminders of deadline for submitting self-evaluation, schedule of classes/allied duties and syllabi to their DCs. 	Dean, Liberal Arts & Sciences/Dean, Curriculum Department Chairs Supervising Admins
<input type="checkbox"/>	By Friday, Jan. 22	Evaluations – Tenure Review <ul style="list-style-type: none"> Probationary faculty member delivers responses, if any, to <i>Team Member Reports</i> to the Supervising Admin <i>Yearly Report</i> and <i>Minority Yearly Reports</i> (if any) are completed, and the teams meet with probationary faculty member to discuss the <i>Yearly Report</i>. 	Tenure Review Team Members
<input type="checkbox"/>	Monday, Jan. 25	Curriculum – First Spring CRC meeting	Office of the Dean of Curriculum
<input type="checkbox"/>	By Friday, Jan. 29	Evaluations – Tenure Review Deadline for Supervising Admins to deliver TR files to Office of the Dean, Curriculum	Supervising Admins
<input type="checkbox"/>	By Friday, Jan. 29	Evaluations – Adjunct Peer observers are assigned from department’s rotation list for adjunct faculty due for evaluation during spring semester.	Department Chairs
<input type="checkbox"/>	By Friday, January 29	Any CTEA funds not spent or encumbered will be swept.	Dean, CTE Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, Feb. 2	DCC Meeting PRPP Overview – 1 hour refresher	DCC Co-Chairs Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Thursday, Feb. 4	Scheduling - Proof 2 Summer 2016 due from Chairs to Supervising Administrator	Department Chairs

<input type="checkbox"/>	Thursday, Feb. 4	Instructional Software Requests Summer 2016 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	Department Chairs
<input type="checkbox"/>	Tuesday, Feb. 9	Scheduling - Proof #2 Summer 2016 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	By Wednesday, Feb. 10	Evaluations – Regular and Adjunct Evaluee course syllabi, schedules and <i>Self-Assessment Report</i> (regular faculty only) (mandatory deadline) due to department chairs.	Department Chairs
<input type="checkbox"/>	By Wednesday, Feb. 10	Evaluations – Tenure Review Sr. VPAA makes recommendations regarding tenure to the Superintendent/President.	Sr. VP Academic Affairs
<input type="checkbox"/>	Thursday, Feb. 11	Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture <i>(no classes; mandatory attendance for Regular Faculty)</i>	Professional Development
<input type="checkbox"/>	Friday, Feb. 12	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59pm	Department Chairs Supervising Admins Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Friday, Feb. 12	President’s Day Holiday – College closed	
<input type="checkbox"/>	Saturday & Sunday, Feb. 13 & 14	Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday	
<input type="checkbox"/>	Monday, Feb. 15	President’s Day Holiday – College closed	
<input type="checkbox"/>	Feb. 16 – March 31	Evaluations – Regular and Adjunct Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
<input type="checkbox"/>	Tuesday, Feb. 16	DCC/IM Meeting	SVP Academic Affairs
<input type="checkbox"/>	Tuesday, Feb. 16	Scheduling - Proof 1 Fall, 2016 distributed <ul style="list-style-type: none"> Communicate Enrollment Management strategy 	Scheduling Sr. VP Academic Affairs
<input type="checkbox"/>	By Friday, Feb. 19	Evaluations – Regular and Adjunct Supervising Admins provide to Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct) a list of department peers and other team members who will conduct observations for each evaluee.	Supervising Admins Dean, Liberal Arts & Sciences/Dean, Curriculum
<input type="checkbox"/>	By Monday, Feb. 22	Evaluations – Tenure Review Superintendent / President’s recommendations are submitted to the Board of Trustees.	Superintendent / President
<input type="checkbox"/>	Feb. 23-24	Scheduling – Final Summer 2016 FTEF review	Sr. VPAA Dean 3s
<input type="checkbox"/>	Thursday, Feb. 25	Scheduling - Summer 2016 schedule available on SRJC Website (permatized)	IT

<input type="checkbox"/>	Sunday, February 28	Department Chair Elections completed	Department Chairs Supervising Admins Sr. VPAA
<input type="checkbox"/>	Monday, February 29	CTEA - Release of 2016-2017 CTEA RFP grant applications	Dean, CTE
<input type="checkbox"/>	Tuesday, March 1	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Friday, March 4	Scheduling – Proof 1 Fall 2016 due from Chairs to Supervising Administrators	Department Chairs
<input type="checkbox"/>	Tuesday, March 8	Scheduling – Summer 2016 schedule to printer	Scheduling
<input type="checkbox"/>	Tuesday, March 8	Evaluations – Tenure Review Board of Trustees takes action on Tenure Track faculty	Board of Trustees
<input type="checkbox"/>	Thursday, March 10	Scheduling – Proof 1 Fall 2016 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Monday, March 14	MIDTERM GRADES DUE Link active from Monday, March 14 through 11:59p.m. Sunday, April 10, 2016 for all full semester courses	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Tuesday, March 15	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	March 21-27	Spring Break	<i>Enjoy!</i>
<input type="checkbox"/>	Thursday, March 24	Scheduling – Summer 2016 printed schedules delivered to campuses.	Scheduling
<input type="checkbox"/>	Friday, March 25	CTEA – 2016-2017 CTEA RFP grant applications due to Dean, CTE	Dean, CTE
<input type="checkbox"/>	Friday, March 25	Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Professional Development
<input type="checkbox"/>	Monday, March 28	Curriculum <ul style="list-style-type: none"> • Last CRC meeting to approve revisions to existing courses effective Fall 2016. • Last CRC meeting to approve new proposed UC transferable, IGETC and CSU GE courses to be submitted for UC and CSU approval. Internal deadline is May 1st to offer course in Fall 2017. • Last CRC meeting to approve new certificates or majors, or revisions to existing certificates or majors, in order to be published in the 2016-17 College Catalog. 	Department Chairs
<input type="checkbox"/>	April 1-4	Scheduling – Proof #1 Fall 2016 FTEF review	Sr. VPAA Dean 3s
<input type="checkbox"/>	Sunday, April 10	MIDTERM GRADES FOR ALL FULL SEMESTER COURSES DUE BY 11:59pm	Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Tuesday, April 5	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Tuesday, April 5	Scheduling - Proof 2 Fall 2016 distributed	Scheduling

<input type="checkbox"/>	Friday, April 15	PRPP Section 2: Resource Requests data entry completed for Supervisor Review	Department Chairs Supervising Admins
<input type="checkbox"/>	Friday, April 15	Last day to submit Individual, Group or Menu of Activities Flex Proposals for the spring semester.	Faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	By Friday, April 15	Evaluations – Regular and Adjunct Each team observer confers with evaluatee to discuss <i>Observation Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the <i>Observation Report</i> , including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original <i>Observation Report</i> and sends to the department chair.	Evaluation Team observers
<input type="checkbox"/>	On or before Friday, April 15	Faculty Staffing: <ul style="list-style-type: none"> • DCs identify faculty staffing needs, confer with SAs in Santa Rosa and Petaluma. • Petaluma Campus SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests in PRPP. • DCs meet by cluster and consult with Santa Rosa SAs to review ranking of staffing requests from their cluster. 	Department Chairs Supervising Admins
<input type="checkbox"/>	Sunday, April 17	LAST DAY TO DROP STUDENTS WITH A “W” SYMBOL (FULL SEMESTER COURSES ONLY) BY 11:59 p.m.	Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Monday, April 18	Summer 2016 Priority Web Registration for continuing students begins	Admissions
<input type="checkbox"/>	Monday, April 18	Scheduling – Proof 2 Fall 2016 due from Chairs to Supervising Administrators	Department Chairs
<input type="checkbox"/>	April 18 – May 20	PRPP - Prioritize Resource Requests Supervising Administrators work with departments to prioritize and rank Budget Requests (2.1b); Classified, Management, STNC and Student Worker staffing requests (2.2e); Instructional Equipment Requests (2.4c); Non-Instructional Equipment and Technology requests (2.4d); and Minor Facilities Requests (2.5a).	Supervising Admins Department Chairs
<input type="checkbox"/>	Monday, April 18	Instructional Software Requests Fall 2016 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	Department Chairs
<input type="checkbox"/>	Tuesday, April 19	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	Thursday, April 21	Scheduling – Proof #2 Fall 2016 due from Supervising Administrators to Scheduling	Supervising Admins

<input type="checkbox"/>	By Friday April 22	Evaluations – Regular and Adjunct <ul style="list-style-type: none"> Minority Reports, if needed, are due. Team members confer regarding <i>Final Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract)	Evaluation Team Members
<input type="checkbox"/>	Friday, April 29	All final CTEA spending must be completed.	Dean, CTE Department Chairs Supervising Admins
<input type="checkbox"/>	Monday, May 2 at 5:00 p.m.	Absolute deadline for adjunct flex hours to be completed and verification forms/NOAs received in Professional Development	Adjunct faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	May 2-3	Scheduling – Final Fall 2016 FTEF review	Sr. VPAA Dean 3s
<input type="checkbox"/>	Tuesday, May 3	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Wednesday, May 4	Scheduling - Fall 2016 classes available on SRJC Web site (permatized)	IT
<input type="checkbox"/>	Friday, May 6	Pay dock list submitted to Payroll Office for non-compliance of Flex Program requirements (pay docks for Adjunct Faculty only; does not include regular faculty pay docks)	Professional Development
<input type="checkbox"/>	Monday, May 9	Summer 2016 Open Web Registration for ALL students begins	Admissions
<input type="checkbox"/>	On or before Monday, May 9	Faculty Staffing: <ul style="list-style-type: none"> SAs report out to Academic Affairs (AAC) the tentative ranking of faculty staffing requests from their cluster. The Santa Rosa Dean of Counseling and Support Services and the Petaluma Dean of Student Services are invited to attend this part of the AAC meeting and discussion. Results of AAC review are reported back to the DCs. Although forms are not submitted until the end of September 2016, SAs and/or DCs may begin preparation of the Narrative Summary. 	Supervising Admins Department Chairs
<input type="checkbox"/>	Thursday, May 12	Scheduling – Fall 2016 schedule to printer	Scheduling
<input type="checkbox"/>	Friday, May 13	Evaluations – Regular and Adjunct All <i>Observation Reports, Final Reports</i> and any <i>Minority Reports</i> are ready for evaluatee to review and sign (mandatory deadline; see details in Timeline in Article 14 of District / AFA Contract)	Evaluation Teams
<input type="checkbox"/>	Tuesday, May 17	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	Tuesday, May 17	Scheduling – Confirmation Letters for Summer 2016 adjunct/overload teaching sent out.	Scheduling
			Department Chairs

<input type="checkbox"/>	Friday, May 20	PRPP – all remaining sections should be completed and submitted to Supervising Admin for approval (*note- there may be a change in which sections are required in spring 2016)	PRPP Editors
<input type="checkbox"/>	Friday, May 20 at 5:00pm	Absolute deadline for regular faculty mandatory and flex hours to be completed and verification forms/ Intent to Complete forms/ NOAs received in Professional Development.	Regular faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Monday, May 23	Curriculum: Final Spring 2015 CRC meeting.	Department Chairs
<input type="checkbox"/>	Wednesday, May 25	Scheduling - Fall 2016 printed schedules delivered to campuses	Scheduling
<input type="checkbox"/>	By Friday, May 27	Evaluations – Regular and Adjunct Supervising Admins verify that evaluation files are complete and send files to Office of the Dean, Curriculum / Dean, Liberal Arts & Sciences	Supervising Admins Dean, Curriculum / Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Friday, May 27	Pay dock list submitted to Payroll Office for non-compliance of Flex Program requirements for Regular Faculty per AFA contract.	Professional Development
<input type="checkbox"/>	Saturday, May 28	COMMENCEMENT Mandatory attendance for Regular Faculty	
<input type="checkbox"/>	Friday, June 3	Spring Semester 2016 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.	Supervising Admins Department Chairs Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Monday, June 13	Fall 2016 Priority Web Registration for continuing students begins	Admissions & Records
<input type="checkbox"/>	Thursday, June 16	PRPP – Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval	Deans, Directors
<input type="checkbox"/>	Monday, June 20	Summer 2016 Begins 6 and 8 week classes	Admissions & Records
<input type="checkbox"/>	Monday, July 11	Fall 2016 Open Web Registration for ALL students begins	Admissions & Records
<input type="checkbox"/>	June – July 2016	PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.	AAC
<input type="checkbox"/>	August 2016	PRPP - Academic Affairs will “close the loop” on planning by notifying chairs and faculty of final prioritizations.	AAC