

Office of Academic Affairs
Department Chairs & Directors ~ Yearly Calendar July 2017 – June 2018

JULY 2017	
4	INDEPENDENCE DAY HOLIDAY
14-28	Chairs review Spring 2018 galleys and Faculty Matrices with supervising dean & set appointment with scheduler
14-28	Chairs review Spring 2018 galleys with scheduler
24	Dean provides recommended winter 2018 schedules to chairs
25	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
26	Chairs meet with deans; dean approves and sign Winter 2018 schedules.
28	Chairs review schedules in SCR and enter changes
28	Chairs finalize spring Faculty Matrices with supervising dean
AUGUST 2017	
7-18	Chairs meet with scheduler to enter winter 2018 schedules
11-18	Spring schedule distributed to Chairs; Chairs enter any changes in SCR
15	All Fall assignments staffed by this date
21-25	Chairs review Winter 2018 schedules in person and enter changes in SCR
29	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
29	FALL 2017 SEMESTER BEGINS 8/28-12/31
SEPTEMBER 2017	
FALL	Submit fall faculty Matrix and Annual Load forms (if applicable) to supervising dean
	Spring 2018 schedule distributed to chairs ; chairs enter changes to SCR
1	Hiring Program Review Module submitted online http://www.lavc.edu/pepc/annualplans.html
4	Update Seniority/Priority lists for submission to Academic Affairs on Census Day
5	LABOR DAY HOLIDAY
8-13	Winter 2018 schedule online for faculty review
10	Last day to process ADD permission numbers
10	Last day to drop without a "W" (online)
11	Fall 2017 Census date – Seniority/Priority lists due to Academic Affairs
19	Chairs review evaluation list and begin evaluation process
20	Fall TBA Schedules due (online)
20	Fall Exclusion Rosters due (online)
21	Chairs submit Winter priority lists by discipline to supervising dean
26	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
30	All Program Review Modules (except hiring) submitted online http://www.lavc.edu/pepc/annualplans.html
OCTOBER 2017	
3-4	A&R generates important dates
5	Winter 2018 schedule posted online
7	Updated hourly seniority lists sent to Chairs, ranked faculty, AFT President, and Grievance Representative
24	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
25	Spring 2018 Schedule Online
NOVEMBER 2017	
10	VETERAN'S DAY HOLIDAY
17	Last day to process section transfers (in person)
18	Fall Active Enrollment Rosters due
19	Last day to Drop with a "W" /Last day to exclude students
23-26	THANKSGIVING DAY HOLIDAY
24	Chairs & Directors Meeting, 1:30 p.m., Student Services Multipurpose Rm.
25	Final Spring schedule online
DECEMBER 2017	
1	Collect data for courses designated for SLO assessment
4	Initial list of Preliminary Summer Allocations distributed (via email)
12-18	Finals
12/18 -1/1	WINTER BREAK
27	Fall Positive Attendance & Grade Rosters due (online)
31	FALL SEMESTER ENDS

JANUARY 2018	
1	NEW YEAR'S DAY
2	HOLIDAY
3	WINTER 2018 SEMESTER BEGINS 1/2-2/4
15	MARTIN LUTHER KING JR. HOLIDAY
TBD	All Spring assignments staffed by this date
23	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
TBD	Chairs review Summer galleys with supervising Dean, if applicable
TBD	Chairs review first Summer galleys with scheduler, if applicable
TBD	Winter TBA schedules due (online)
TBD	Winter Active Enrollment Rosters due
TBD	Winter Exclusion Rosters due (online)
TBD	Winter Positive Attendance & Grade Rosters due (online)
FEBRUARY 2018	
(2018)	Spring Election for Adjunct Representative in even years <i>2- year term</i>
6	SPRING 2018 SEMESTER BEGINS 2/5-6/4
SPRING	Submit spring faculty Matrix and Annual Load forms (if applicable) to supervising dean
13	Update Seniority/Priority lists for submission to Academic Affairs on Census Day
16	PRESIDENT'S HOLIDAY
19	PRESIDENT'S HOLIDAY
20	Last day to process ADD permission numbers
20	Spring 2018 Census date- Seniority/Priority lists due to Academic Affairs
20	Last day to drop in person or internet without a "W"
TBD	Spring Exclusion Rosters due (online)
TBD	Spring Active Enrollment Rosters due to Admissions & Records
TBD	Spring TBA schedules due (online)
TBD	Spring Positive Attendance & Grade Rosters due (online)
20	Deadline to submit corrected hourly rate seniority lists to Academic Affairs
27	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
TBD	Chairs review Fall galleys and Faculty Matrices with supervising dean & set appointment with scheduler
MARCH 2018	
TBD	Chairs finalize Fall Faculty Matrices with supervising dean
20-24	Chairs submit intersession priority lists by discipline to supervising dean
27	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
30	CESAR CHAVEZ HOLIDAY
APRIL 2018	
1-6	SPRING BREAK
24	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
30	Department Chair Elections, as applicable
MAY 2018	
1	Chairs to collect data for courses designated for SLO assessment
3	All Summer intersession assignments staffed by this date
TBD	Last day to drop with a "W"
22	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
28	MEMORIAL DAY HOLIDAY
JUNE 2018	
1-6	Finals
5	SPRING SEMESTER ENDS
12	SUMMER 2018 SEMESTER BEGINS 6/11-8/26
Early June	COMMENCEMENT
26	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
TBD	Summer TBA schedules due (online)
TBD	Summer Active Enrollment Rosters due
TBD	Summer Exclusion Rosters due (online)
TBD	Summer Positive Attendance & Grade Rosters due (online)