

# Office of Academic Affairs

## Department Chairs & Directors ~ Yearly Calendar July 2018 – June 2019

<b>JULY 2018</b>		12/17 -1/1	WINTER BREAK
4	INDEPENDENCE DAY HOLIDAY	26	Fall Positive Attendance & Grade Rosters due (online)
16	Winter 2019 recommended schedules to Chairs	<b>JANUARY 2019</b>	
21	Dean provides recommended winter 2019 schedules to chairs	1	NEW YEAR'S DAY
23	Spring 2019 scheduling tools to Chairs	3	WINTER 2019 SEMESTER BEGINS 1/2-2/3
24	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	21	MARTIN LUTHER KING JR. HOLIDAY
27	Chairs finalize spring Faculty Matrices with supervising dean	22	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
30	Chairs meet with deans; dean approves and sign winter 2019 schedules.	22	Chairs meet with dean & scheduler to review fall 2019 schedules; submit faculty matrices
30	Chairs review winter 2019 galley and Faculty Matrices with supervising dean & set appointment with scheduler	29	Chairs review summer galley with supervising dean, if applicable
<b>AUGUST 2018</b>		TBD	Winter TBA schedules due (online )
6-17	Chairs meet with scheduler to enter winter 2019 schedules	TBD	Winter Active Enrollment Rosters due
10-17	Spring schedule distributed to Chairs; Chairs enter any changes in SCR	TBD	Winter Exclusion Rosters due (online)
13	Chairs meet with dean & scheduler to review spring 2019 schedules; submit faculty matrices	TBD	Winter Positive Attendance & Grade Rosters due (online)
14	All fall assignments staffed by this date	<b>FEBRUARY 2019</b>	
28	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	6	SPRING 2019 SEMESTER BEGINS 2/4-6/3
29	FALL 2018 SEMESTER BEGINS 8/27-12/16	SPRING	Spring Election for Adjunct Representative in even years 2- year term
<b>SEPTEMBER 2018</b>		12	Update Seniority/Priority lists for submission to Academic Affairs on Census Day
FALL	Submit fall faculty Matrix and Annual Load forms (if applicable) to supervising dean	15	PRESIDENT'S HOLIDAY
3	Spring 2019 schedule distributed to Chairs; Chairs enter changes to SCR	18	PRESIDENT'S HOLIDAY
3	Hiring Program Review Module submitted online <a href="http://www.lavc.edu/pepc/annualplans.html">http://www.lavc.edu/pepc/annualplans.html</a>	18	Last day to process ADD Permission Numbers
3	Update Seniority/Priority lists for submission to Academic Affairs on Census Day	19	Spring 2019 Census date- Seniority/Priority lists due to Academic Affairs
3	LABOR DAY HOLIDAY	TBD	Last day to drop in person or internet without a "W"
7-14	Winter 2019 schedule online for faculty review	TBD	Spring Exclusion Rosters due (online)
9	Last day to process ADD permission numbers	TBD	Spring Active Enrollment Rosters due to Admissions & Records
9	Last day to drop without a "W" (online)	TBD	Spring TBA schedules due (online)
10	Chairs review winter 2019 schedules in PeopleSoft and enter changes in SCR	TBD	Spring Positive Attendance & Grade Rosters due (online)
10	Fall 2018 Census date – Seniority/Priority lists due to Academic Affairs	19	Deadline to submit corrected hourly rate seniority lists to Academic Affairs
17	Chairs confirm previous changes were implemented in PeopleSoft and submits SCR's to corrections	26	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
18	Chairs review evaluation list and begin evaluation process	<b>MARCH 2019</b>	
19	Fall TBA Schedules due (online)	9	Chairs finalize fall Faculty Matrices with supervising dean
19	Fall Exclusion Rosters due (online)	18-22	Chairs submit intersession priority lists by discipline to supervising dean
20	Chairs submit winter priority lists by discipline to supervising dean	26	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
25	Winter 2019 schedule is posted for online review by all faculty; Chairs submit corrections via SCR	3/29-4/5	SPRING BREAK
25	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	<b>APRIL 2019</b>	
30	All Program Review Modules (except hiring) submitted online <a href="http://www.lavc.edu/pepc/annualplans.html">http://www.lavc.edu/pepc/annualplans.html</a>	1	CESAR CHAVEZ HOLIDAY
<b>OCTOBER 2018</b>		23	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
1	Chairs review schedules in PeopleSoft and submit SCR's for corrections	30	Department Chair Elections, as applicable
2-3	A&R generates important dates	<b>MAY 2019</b>	
5	Final winter 2019 schedule posted online	1	Chairs to collect data for courses designated for SLO assessment
5	Winter 2019 Offer Letters sent out to instructors	1	All Summer intersession assignments staffed by this date
5	Updated hourly seniority lists sent to Chairs, ranked faculty, AFT President, and Grievance Representative	TBD	Last day to drop with a "W"
8	Chairs confirm previous changes were implemented in PeopleSoft and submit spring 2019 SCR's for corrections	27	MEMORIAL DAY HOLIDAY
15	Spring 2019 schedule is posted for online review by all faculty; Chairs submit corrections via SCR	28	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
23	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	TBD	Finals begin
24	Final spring 2019 Schedule Online	<b>JUNE 2019</b>	
<b>NOVEMBER 2018</b>		12	SUMMER 2019 SEMESTER BEGINS 6/10 -8/25
12	VETERAN'S DAY HOLIDAY	Early June	COMMENCEMENT
16	Last day to process section transfers (in person)	25	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
16	Fall Active Enrollment Rosters due	TBD	Summer TBA schedules due (online )
18	Last day to Drop with a "W" /Last day to exclude students	TBD	Summer Active Enrollment Rosters due
22-23	THANKSGIVING DAY HOLIDAY	TBD	Summer Exclusion Rosters due (online)
27	Chairs & Directors Meeting, 1:30 p.m., Student Services Multipurpose Rm.	TBD	Summer Positive Attendance & Grade Rosters due (online)
<b>DECEMBER 2018</b>			
3	Collect data for courses designated for SLO assessment		
4	Initial list of preliminary summer allocations distributed (via email)		
11-17	Finals		