



Important Dates AY 2017 - 2018

			Person(s) Responsible											
			Faculty	Unit Professionals	Committee Chairs	Registrar	Dept/Program Chairs	Div. Deans	Acad. Assoc. Vp	Academic VP	Pres./Designee	Board of Trustees		
Day	Date	Description	Fa	Up	Co	Re	Ch	DD	AAVP	AVP	Pr	BOT	Submitted to	Activity
W	5/24/17	Assessment/Professional Day												Academic Calendar
Tu	5/30/17	13-wk Option Classes begin (Summer 2017)												Academic Calendar
Sa	6/3/17	Commencement												Registrar
M	6/5/17	6-wk Option I Classes begin (Summer 2017)												Academic Calendar
M	6/5/17	11-wk Option Classes begin (Summer 2017)												Academic Calendar
F	6/9/17	Submit objectives for AY 2017 - 2018						DD					Academic VP	Self-Eval/Obj
Th	6/29/17	Last day for student-generated withdrawal: 6-wk Option I (Summer 2017)												Academic Calendar
F	6/30/17	HEIRS non-credit data (April - June)	Fa				Ch	DD					Assoc. Academic V.P.	HEIRS
F	6/30/17	Notification by the appropriate supervisor of work assignment for professional staff members (12.04C)						DD					Professional Staff Members	Workload
Tu	7/4/17	Independence Day - No Classes (6-wk Option I, 11-wk Option, and 13-wk Option) (Summer 2017)												Academic Calendar
Th	7/6/17	HEIRS non-credit data carryover due (all HEIRS data MUST be received by this date)	Fa				Ch	DD					Assoc. Academic V.P.	HEIRS
F	7/7/17	Student evaluation results for part-time faculty distributed ("Day" and "DCE" Unit members) (Spring 2017)								AVP			Division Deans	Part-time Evaluations
Tu	7/11/17	Student evaluations completed by part-time faculty ("DCE" Unit members) 6-wk Option I (Summer 2017)	Fa										Academic VP	Part-time Evaluations
W	7/12/17	Final Examinations 6-wk Option I (Summer 2017): W-Su 7/12/17 - 7/16/17 (Grades due 72 hours after final administered)												Final Exams
M	7/17/17	6-wk Option II Classes begin (Summer 2017)												Academic Calendar
Th	7/19/17	Spring and Wintersession 2018 Schedule 1st Draft (Registrar to Deans)				Re							Division Deans, Dept. Chairs & Coords.	Scheduling
Tu	7/25/17	Spring and Wintersession 2018 Schedule 1st Draft (Deans to Dept. Chairs)						DD					Division Deans, Dept. Chairs & Coords.	Scheduling
Sa	7/29/17	Last day for student-generated withdrawal: 11-wk and 13-wk Options (Summer 2017)												Academic Calendar
Sa	7/29/17	Last day for student-generated withdrawal: 6-wk Option II (Summer 2017)												Academic Calendar
Tu	8/1/17	Wintersession 2017 and Spring 2018 Adjunct Faculty Teaching Availability Surveys Open (8/1/17 - 9/15/17)								AVP			Part-time faculty ("Day" and "DCE" Unit members)	Adjunct Faculty
Th	8/3/17	Monthly Report					Ch						Division Deans	Monthly Reports
Tu	8/8/17	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports
W	8/9/17	Student Evaluation packets distributed - 6-wk Option II and 11-wk Option (Summer 2017) ("DCE" Unit members) (11.02c).								AVP			Part-time faculty ("DCE" Unit members)	Part-time Evaluations
W	8/9/17	Spring and Wintersession 2018 Schedule 1st Draft Requested Changes (Chairs to Deans)					Ch						Division Deans	Scheduling
F	8/11/17	Monthly Report							AAVP				Academic VP	Monthly Reports
M	8/14/17	Student evaluations completed by part-time faculty ("DCE" Unit members) for Full 11-wk Summer 2017 session	Fa										Academic VP	Part-time Evaluations
M	8/14/17	Final Examinations 11-wk Option (Summer 2017): MWRFsu, 8/14/17 - 8/20/17 and Tu, 8/22/17 (Grades due 72 hours after final administered)												Final Exams
W	8/16/17	Spring and Wintersession 2018 Schedule 1st Draft Requested Changes (Deans to Registrar)						DD					Registrar	Scheduling
F	8/18/17	Monthly Report								AVP			President	Monthly Reports
F	8/18/17	Student evaluations completed by part-time faculty ("DCE" Unit members) for Full 13-wk Summer 2017 session												Part-time Evaluations
Tu	8/22/17	Student evaluations completed by part-time faculty ("DCE" Unit members) 6-wk Option II Summer 2017	Fa										Academic VP	Part-time Evaluations
W-Tu	8/23/17	Final Examinations 13-wk Option (Summer 2017): W-Tu 8/23/17 - 8/29/17 (Grades due 72 hours after final administered)												Final Exams
W-Su	8/23/17	Final Examinations 6-wk Option II (Summer 2017): W-Su 8/23/17 - 8/27/17 (Grades due 72 hours after final administered)												Final Exams
Sa	8/26/17	Adjunct Faculty Professional Day	Fa					DD		AVP				Adjunct Faculty
M	8/28/17	Request recommendations for appointment to the Sabbatical Leave Committee (9.0118b)								AVP			Division Deans	Sabbatical
M	8/28/17	Final Fall 2017 Cancellations				Re							Letters/E-mail to Faculty	Course Cancellations
W	8/30/17	"Day One"/Orientation (All sessions - all locations)												Orientation
Th	8/31/17	Professional/Planning Day												Professional Planning Day
F	9/1/17	Recommendations for appointment to the Sabbatical Leave Committee						DD					Academic VP	Sabbatical
F	9/1/17	Spring and Wintersession 2018 Schedule 2nd Draft (Registrar to Deans)				Re							Division Deans	Scheduling
T	9/5/17	First day of classes (All sessions - all locations)												Academic Calendar
Tu	9/5/17	Add/drop: 9/5/2017 - 9/11/17 (Day Sessions)												Add/drop
Tu	9/5/17	Add/drop: 9/5/2017 - 9/18/17 (Evening Sessions)												Add/drop
Tu	9/5/17	Preferred office hours schedule for approval (12.03D3b1)	Fa										Division Deans	Faculty Tasks
W	9/6/17	Recommendations for appointment to the Sabbatical Leave Committee								AVP			President	Sabbatical
Th	9/7/17	Monthly Report					Ch						Division Deans	Monthly Reports
F	9/8/17	Sabbatical Leave Committee established (9.0118b)									Pr			Sabbatical
F	9/8/17	Spring and Wintersession 2018 Schedule 2nd Draft (Deans to Registrar)						DD					Registrar	Scheduling
M	9/11/17	Office hours posted (12.03D3b4)	Fa											Faculty Tasks
Tu	9/12/17	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports
F	9/15/17	Monthly Report							AAVP				Academic VP	Monthly Reports
F	9/15/17	Spring 2018 Adjunct Faculty Teaching Availability due	Fa										Part-time faculty ("Day" and "DCE" Unit members)	Adjunct Faculty
F	9/15/17	Beginning of the process for classroom observation (13.02B3b Full-time Faculty) and Part-time faculty (DCE)						DD					Full and Part-time faculty	Classroom Observations
M	9/18/17	Submission of course materials for full-time (13.02B2a, 13.07B2a) and part-time (11.03a) faculty	Fa										Division Deans	Faculty Tasks
M	9/18/17	Compute Instructional Workload of full-time faculty members (12.03B5d7)						DD					Academic VP	Workload
M	9/18/17	List of staff eligible to be considered for Tenure						DD					Appropriate Dean/VP	Tenure

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		Faculty	Unit Professionals	Committee Chairs	Registrar	Dept./Program Chairs	Div. Deans	Acad. Assoc. Vp	Academic VP	Pres./Designee	Board of Trustees			
Day	Date	Description	Fa	Up	Co	Re	Ch	DD	AAVP	AVP	Pr	BOT	Submitted to	Activity
M	9/18/17	Late-Start classes begin (All sessions - all locations)												Academic Calendar
M	9/18/17	Spring and Wintersession 2018 Final Schedule (Registrar to Deans & Chairs)				Re							Division Deans, Dept. Chairs & Coords.	Scheduling
Tu	9/19/17	Enrollment Verification Opens (Full Semester, First-half, and Late Start options) 9/19/17 - 9/28/17	Fa										Registrar	Enrollment Verification
Tu	9/19/17	Fall and Summer 2018 Schedule 1st Draft (Registrar to Deans)				Re							Division Deans, Dept. Chairs & Coords.	Scheduling
Th	9/21/17	Chairpersons of Committees report names of each member of their committees			Co								Central Committee Chair	Advisory Committees
F	9/22/17	Monthly Report								AVP			President	Monthly Reports
F	9/22/17	Names of committee members on all Standing Committees Reporting to President									Pr		Central Committee Chair	Advisory Committees
Th	9/28/17	Enrollment Verification due (Full Semester, First-half, and Late Start options)	Fa										Registrar	Enrollment Verification
F	9/29/17	HEIRS non-credit data (July - September)	Fa	Up			Ch	DD			Pr		Assoc. Academic V.P.	HEIRS
F	9/29/17	Advisory Committee final membership lists due						DD					Academic VP	Advisory Committees
F	9/29/17	Fall and Summer 2018 Schedule 1st Draft (Deans to Dept. Chairs)						DD					Division Deans, Dept. Chairs & Coords.	Scheduling
F	9/29/17	Notification of Tenure consideration to eligible unit members in their 6th or later year (11.03C2)								AVP			Eligible Unit Members	Tenure
F	9/29/17	Central Committee distributes to the College community a list of all committee members and chairpersons			Co								College Community	Advisory Committees
F	9/29/17	Spring and Wintersession 2018 Preferred Courses and Schedule Considerations (Faculty to Dean) (12.02A)	Fa										Division Deans	Scheduling
M	10/2/17	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees
F	10/6/17	Student evaluation results for Summer 2017 distributed								AVP			Div. Deans and faculty	Part-time Evaluations
M	10/9/17	Columbus Day - No Classes (All sessions - all locations)												Academic Calendar
Tu	10/10/17	Monday schedule followed												Academic Calendar
Tu	10/10/17	Spring and Wintersession 2018 Assignment and Notification of Tentative Schedule (Deans to Faculty) (12.02A)						DD					Faculty	Scheduling
W	10/11/17	Fall and Summer 2018 Schedule 1st Draft Requested Changes (Chairs to Deans)					Ch						Division Deans	Scheduling
Th	10/12/17	Monthly Report					Ch						Division Deans	Monthly Reports
F	10/13/17	Course materials returned to faculty (13.02B2d) (13.07B2d)						DD					Faculty	Faculty Tasks
F	10/13/17	Submit a list of college service activities to be performed in Fall 2017 (13.02B4b)	Fa										Division Deans	Faculty Tasks
F	10/13/17	Provide information listed in Article 2.06. This includes, but is not limited to: a copy of the full and part-time payroll, the number of filled and vacant positions and enrollment figures by program (2.06)									Pr		Association President	Misc.
F	10/13/17	Submit a list of faculty in evaluative year						DD					Academic VP	Faculty Tasks
F	10/13/17	Notice of non-reappointment in the 5th year of service or later (11.02IIA2)									Pr		Full-time faculty and professional staff	Reappointment
F	10/13/17	Seniority list of all unit members (19.05C)									Pr		Association President	Seniority
M	10/16/17	Student evaluation packets distributed - First-Half Option ("DCE" Unit members) (11.02.c). Evaluations to be completed by 10/24/17								AVP			Part-time faculty ("DCE" Unit members)	Part-time Evaluations
Tu	10/17/17	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports
W	10/18/17	Fall and Summer 2018 Schedule 1st Draft Requested Changes (Deans to Registrar)						DD					Registrar	Scheduling
F	10/20/17	Monthly Report							AAVP				Academic VP	Monthly Reports
Su-Sa	10/22/17	Mid-semester Evaluations: Su-Sa 10/22/17 - 10/28/17 (All sessions - all locations)												Academic Calendar
Tu	10/24/17	Student evaluations completed of part-time faculty ("DCE" Unit members) for First-Half Option (11.02.c)	Fa										Academic VP	Part-time Evaluations
W	10/25/17	First-Half Option Final Exams: W-Th 10/25/17 - 10/26/17 (Grades due 72 hours after final administered)												Final Exams
F	10/27/17	Monthly Report								AVP			President	Monthly Reports
M	10/30/17	Second-half 7 wk Option classes begin (All sessions - all locations)												Academic Calendar
W	11/1/17	Part-time faculty postings for Spring 2018						DD					Academic VP	Misc.
W	11/1/17	Spring and Winter 2018 Submission of Book Orders	Fa										Bookstore & Deans	Bookstore
F	11/3/17	Fall and Summer 2018 Schedule 2nd Draft (Registrar to Deans)				Re							Division Deans	Scheduling
M	11/6/17	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees
M	11/6/17	Enrollment Verification (Second-half options): 11/6/17 - 11/15/17				Re							Faculty	Enrollment Verification
W	11/8/17	Advisement/Registration (Spring 2018): 11/8/17 - 11/27/17	Fa			Re	Ch	DD		AVP				Advisement/Registration
Th	11/9/17	Summer & Fall 2018 Adjunct Faculty Teaching Availability Surveys Open	Fa										Part-time faculty ("Day" and "DCE" Unit)	Adjunct Faculty
Th	11/9/17	Student evaluations packets distributed to full-time faculty. Evaluations to be completed by Friday, 12/1/17 (13.02B1b)								AVP			Full-time faculty	Full-time Evaluations
Th	11/9/17	Monthly Report					Ch						Division Deans	Monthly Reports
Th	11/9/17	Fall and Summer 2018 Schedule 2nd Draft (Deans to Registrar)						DD					Registrar	Scheduling
Sa	11/11/17	Veterans Day - No Classes (All sessions - all locations)												Academic Calendar
Tu	11/14/17	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports
W	11/15/17	Enrollment Verification due (Second-half options)	Fa										Registrar	Enrollment Verification
W	11/15/17	Spring and Winter 2018 Default Book Order						DD					Bookstore	Bookstore
Th	11/16/17	Last day for student-generated withdrawal												Academic Calendar
F	11/17/17	Monthly Report							AAVP				Academic VP	Monthly Reports
F	11/17/17	Formation of Unit Personnel Practices Committee (11.03C1)								AVP			UPPC Chair	Advisory Committees
F	11/17/17	List of part-time instructors (including TBA sections) for Spring 2018, by Division, and the number of credits compensation for each instructor (if applicable)						DD					Academic VP	Misc.
W	11/22/17	Friday schedule will be followed												Academic Calendar
W	11/22/17	No GNBRTVHS satellite classes												Academic Calendar
W	11/22/17	Monthly Report								AVP			President	Monthly Reports
Th - F	11/23/17	Thanksgiving Holiday - No Classes Th-F 11/23/17 - 11/24/17 (All sessions - all locations)												Academic Calendar



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Day	Date	Description	Fa	Up	Co	Re	Ch	DD	AAVP	AVP	Pr	BOT	Submitted to	Activity	
M	11/27/17	Fall and Summer 2018 Final Schedule (Registrar to Deans & Chairs)				Re							Division Deans, Dept. Chairs & Coords.	Scheduling	
M	12/4/17	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees	
Th	12/14/17	Last day of day/weekend & evening classes (Second-half option ends Tuesday, 12/19/17)												Academic Calendar	
Th	12/14/17	Documentation in support of student advisement and college service responsibilities (13.02B4b)	Fa										Division Deans	Faculty Tasks	
F	12/15/17	Student evaluations completed for part-time faculty ("Day" and "DCE" Unit members) for Full Semester and Second Half Option	Fa										Academic VP	Part-time Evaluations	
F	12/15/17	HEIRS non-credit data (October - December)	Fa				Ch	DD					Assoc. Academic V.P.	HEIRS	
F	12/15/17	Student Evaluation results for full-time faculty in their Evaluative Year								AVP			Division Deans	Full-time Evaluations	
F	12/15/17	Budget requests for the 2017-2018 academic year					Ch						Division Deans	Budget	
F-Th	12/15/17	Evening/Weekend Final Examinations: F - Th 12/15/17 - 12/21/17 (Grades due 72 hours after final administered)												Final Exams	
M-F	12/18/17	Day Final Examinations: M-F 12/18/17 - 12/22/17 (Grades due 72 hours after final administered)												Final Exams	
W-Th	12/20/17	Second-half Option Final Examinations: W-Th 12/20/17 - 12/21/17 (Grades due 72 hours after final administered)												Final Exams	
F	12/22/17	Summer and Fall 2018 Adjunct Faculty Teaching Availability due	Fa										Part-time faculty ("Day" and "DCE" Unit)	Adjunct Faculty	
Th	12/28/17	Final Grades due 72 hours after final exam - by 4:00 p.m.	Fa										Registrar	Registrar	
F	12/29/17	Documentation relating to performance of duties and responsibilities (13.03B3a)		Up									Appropriate Supervisor	Faculty Tasks	
Tu	1/2/18	Wintersession classes begin												Academic Calendar	
Th	1/4/18	Monthly Report					Ch						Division Deans	Monthly Reports	
M	1/8/18	Student Evaluation packets distributed - Wintersession ("DCE" Unit members) (11.02c). Evaluations to be completed by Th. 1/18/18								AVP			Part-time faculty ("DCE" Unit members)	Part-time Evaluations	
Tu	1/9/18	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports	
W	1/10/18	Division budget requests for the 2017-2018 academic year						DD					Academic VP	Budget	
F	1/12/18	Final Spring 2018 Cancellations						DD	AAVP	AVP	Pr		Letters/E-mail to Faculty	Course Cancellations	
F	1/12/18	Monthly Report							AAVP				Academic VP	Monthly Reports	
M	1/15/18	Martin Luther King, Jr. Holiday - No Classes												Academic Calendar	
F	1/19/18	Tabulated data of student evaluations (13.02B1d)								AVP				Full-time Evaluations	
F	1/19/18	Monthly Report								AVP			President	Monthly Reports	
F	1/19/18	Final Examinations - Wintersession (Grades due 72 hours after final administered)												Final Exams	
F	1/19/18	Student evaluation summary (13.07B1e)						DD					Part-time faculty ("Day" and "DCE" Unit)		
S	1/20/18	Adjunct Faculty Professional Day (Snow Date: 1/27/18)	Fa					DD		AVP				Adjunct Faculty	
M	1/22/18	Professional/Planning Day												Professional Planning Day	
Tu	1/23/18	First day of classes (All sessions - all locations)												Academic Calendar	
Tu	1/23/18	Preferred office hours schedule for approval (12.03D3b1)	Fa										Division Deans	Faculty Tasks	
Tu	1/23/18	Add/drop: 1/23/18 - 1/29/18 (Day sessions)												Add/drop	
Tu	1/23/18	Add/drop: 1/23/18 - 2/5/18 (Evening sessions)												Add/drop	
W	1/24/18	Final Grades for Wintersession due	Fa										Registrar	Registrar	
F	1/26/18	Deadline for submitting Sabbatical Leave Proposals for the academic year 2018 - 2019 (9.018a)	Fa										Appropriate Supervisor and Chair of Sabbatical	Sabbatical	
F	1/26/18	Summer and Fall 2018 Preferred Courses and Schedule Considerations (Faculty to Dean) (12.02A)	Fa										Division Deans	Scheduling	
M	1/29/18	Submission of course materials (13.02B2a) (13.07B2a) and for part-time (11.03a) faculty (not "Day" Unit members)	Fa										Division Deans	Faculty Tasks	
M	1/29/18	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees	
M	1/29/18	Office hours posted (12.03D3b4)	Fa											Faculty Tasks	
Tu	1/30/18	Compute Instructional Workload of full-time faculty members (12.03B5d7)						DD					Academic VP	Workload	
Th	2/1/18	Summary Evaluations (13.02B6) Full-time Faculty						DD					Human Resources	Faculty Tasks	
M	2/5/18	Late-Start classes begin (All sessions - all locations)												Academic Calendar	
Tu	2/6/18	Enrollment Verification (Full semester, First-half and Late Start options): 2/6/18 - 2/15/18				Re							Faculty	Enrollment Verification	
Th	2/8/18	Monthly Report					Ch						Division Deans	Monthly Reports	
F	2/9/18	Summer and Fall 2018 Assignment and Notification of Tentative Schedule (Deans to Faculty)						DD					Faculty	Scheduling	
Tu	2/13/18	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports	
W	2/14/18	Sabbatical Leave Committee make their recommendations (9.018c)			Co								Appropriate Vice President and applicant	Sabbatical	
Th	2/15/18	Submit a list of college service activities to be performed in Spring 2018 (13.02B4b)	Fa										Division Deans	Faculty Tasks	
F	2/16/18	Notification of Sabbatical leave proposals								AVP			Division Deans	Sabbatical	
F	2/16/18	Monthly Report							AAVP				Academic VP	Monthly Reports	
M	2/19/18	Presidents' Day - No Classes (All sessions - all locations)												Academic Calendar	
M - F	2/19/18	No GNBVRTHS satellite classes: M-F 2/19/18 - 2/23/18												Academic Calendar	
Tu	2/20/18	Monday schedule will be followed (GNBVRTHS, satellite excluded)												Academic Calendar	
W	2/21/18	List of unit members who meet minimum qualifications for Change of Rank (14.02A)								AVP			Division Deans	Change of Rank	
F	2/23/18	Student evaluation results for part-time faculty ("Day" and "DCE" Unit members) for Fall 2017 and Wintersession 2017-18 distributed								AVP			Div. Deans and faculty	Part-time Evaluations	
F	2/23/18	Monthly Report								AVP			President	Monthly Reports	
M	2/26/18	Submit plans for coverage with the estimated cost, if appropriate, for those individuals recommended for Sabbatical Leave (9.018d)						DD					Academic VP	Sabbatical	



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			Faculty	Unit Professionals	Committee Chairs	Registrar	Dept/Program Chairs	Div. Deans	Acad. Assoc. Vp	Academic VP	Pres./Designee	Board of Trustees		
Day	Date	Description	Fa	Up	Co	Re	Ch	DD	AAVP	AVP	Pr	BOT	Submitted to	Activity
W	2/28/18	Provide information listed in Article 2.06. This includes, but is not limited to: a copy of the full and part-time payroll, the number of filled and vacant positions and enrollment figures by program (2.06)									Pr		Association President	Misc.
W	2/28/18	Fall and Summer 2018 Submission of Book Orders	Fa										Bookstore & Deans	Bookstore
Th	3/1/18	Recommendations for Change of Rank						DD					Academic VP	Change of Rank
Th	3/1/18	Notice of non-reappointment in the first four years of service (11.02IIA1)									Pr		Full-time faculty and professional staff	Reappointment
F	3/2/18	Student evaluation packets distributed - First-Half Option ("DCE" Unit members) (11.02.c). Evaluations to be completed by 3/16/18								AVP			Part-time faculty ("DCE" Unit members)	Part-time Evaluations
F	3/2/18	Course materials returned to faculty (13.02B2d) (13.07B2d)						DD					Faculty	Faculty Tasks
F	3/2/18	Recommendations for reappointment of non-tenured faculty						DD					Academic VP	Reappointment
Su-Sa	3/4/18	Mid-Semester Evaluations: 3/4/18 - 3/10/18 (All sessions - all locations)												Academic Calendar
M	3/5/18	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees
W	3/7/18	Summer 2018 Registration Begins												Advisement/Registration
F	3/9/18	Fall and Summer 2018 Default Book Order						DD					Bookstore	Bookstore
M	3/12/18	Recommend candidates for Sabbatical Leave (9.018)								AVP			President	Sabbatical
M - Sa	3/12/18	Spring Recess - No Classes (GNBRVTHS satellite excluded): 3/12/18 - 3/17/18												Academic Calendar
W	3/14/18	Recommendations for reappointment of non-tenured faculty								AVP			President	Reappointment
Th	3/15/18	Monthly Report					Ch						Division Deans	Monthly Reports
Th	3/15/18	Recommendations for Change of Rank (14.03B)								AVP			President	Change of Rank
F	3/16/18	HEIRS non-credit data (January - March)	Fa				Ch	DD					Assoc. Academic V.P.	HEIRS
F	3/16/18	Student evaluations completed for part-time faculty ("DCE" Unit members) for First-Half Option (11.02.c)	Fa										Academic VP	Part-time Evaluations
M&Th	3/19/18	First-Half 7 wk Option Final Exams: M 3/19/18 and Th 3/22/18 (Grades due 72 hours after final administered)												Final Exams
M	3/19/18	Part-time faculty postings for Fall 2018						DD					Academic VP	Misc.
Tu	3/20/18	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports
W	3/21/18	Professional Day - No Classes (All sessions - all locations)												Academic Calendar
F	3/23/18	Monthly Report							AAVP				Academic VP	Monthly Reports
M	3/26/18	Second-half 7-wk Option classes begin (All sessions - all locations)												Academic Calendar
W	3/28/18	Recommendations for Change of Rank									Pr		BOT	Change of Rank
Th	3/29/18	Evaluation of department chairpersons (20.08A)						DD					Academic VP	Reappointment
F	3/30/18	Monthly Report								AVP			President	Monthly Reports
Su-Sa	4/1/18	Easter - No Classes (All sessions - all locations)												Academic Calendar
M	4/2/18	Enrollment Verification due (Second-half options) 4/2/18 - 4/11/18	Fa										Registrar	Enrollment Verification
W	4/4/18	Joint Advisory Committee Annual Dinner						DD	AAVP	AVP				Advisory Committees
Th	4/5/18	Last day for student-generated withdrawal												Academic Calendar
M	4/9/18	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees
M	4/9/18	Recommendations for Change of Rank										BOT	President	Change of Rank
M	4/9/18	Recommendations for reappointment of non-tenured faculty									Pr		BOT	Reappointment
Tu	4/10/18	Notification of decision on Change of Rank (14.03C)									Pr		Appropriate Unit Members	Change of Rank
W	4/11/18	Advisement/Registration (Fall 2018): 4/11/18 - 4/27/18												Advisement/Registration
Th	4/12/18	Monthly Report					Ch						Division Deans	Monthly Reports
F	4/13/18	Tenure recommendations (11.03C4)								AVP			President	Tenure
M	4/16/18	Patriots Day - No Classes (All sessions - all locations)												Academic Calendar
M - F	4/16/18	No GNBRVTHS satellite classes: M-F 4/16/18 - 4/20/18												Academic Calendar
Tu	4/17/18	Monthly Report						DD					Assoc. Academic V.P.	Monthly Reports
Th	4/19/18	Monday schedule will be followed (GNBRVTHS, satellite excluded)												Academic Calendar
F	4/20/18	Monthly Report							AAVP				Academic VP	Monthly Reports
M	4/23/18	Begin process for Advisory Committees - Send lists out to Deans								AVP			Committee Chairs	Advisory Committees
W	4/25/18	Tenure recommendations (11.03C5)									Pr		Board of Trustees	Tenure
F	4/27/18	Monthly Report								AVP			President	Monthly Reports
Tu	5/1/18	President notifies Sabbatical Leave applicants that the Board has approved their request (9.018f)									Pr		Sabbatical Leave applicants	Sabbatical
M	5/7/18	Board of Trustees meeting								AVP	Pr	BOT	Board of Trustees	Board of Trustees
Th	5/10/18	Last day of day/weekend & evening classes												Academic Calendar
F	5/11/18	Reading Day (Day Only)												Academic Calendar
F-Th	5/11/18	Evening/Weekend Final Examinations: F-Th 5/11/18 - 5/17/18 (Grades due 72 hours after final administered)												Final Exams
M-F	5/14/18	Day Final Examinations: M-F 5/14/18 - 5/18/18 (Grades due 72 hours after final administered)												Final Exams
M	5/14/18	Notification of Tenure recommendations (11.03C5)									Pr		Eligible Unit Members	Tenure
Tu	5/15/18	Last day/Second half 7-wk Option												Academic Calendar
W&Th	5/16/18	Second-half 7-wk Option Final Examinations: W-Th 5/16/18 - 5/17/18 (Grades due 72 hours after final administered)												Final Exams
F	5/18/18	Submit objectives for AY 2018 - 2019 (Tentative)						DD					Academic VP	Self-Eval/Obj
W	5/23/18	Professional/Planning Day												Professional Planning Day
W	5/23/18	Final Grades due 72 hours after final exam - by 4:00 p.m.	Fa										Registrar	Registrar
Th	5/24/18	Final Summer 2018 Cancellations				Re		DD		AVP	Pr		Letters/E-mail to Faculty	Course Cancellations
Tu	5/29/18	13-wk Option Classes begin (Summer 2018)												Academic Calendar



Important Dates AY 2017 - 2018

			Person(s) Responsible											
			Faculty	Unit Professionals	Committee Chairs	Registrar	Dept/Program Chairs	Div. Deans	Acad. Assoc. Vp	Academic VP	Pres./Designee	Board of Trustees		
Day	Date	Description	Fa	Up	Co	Re	Ch	DD	AAVP	AVP	Pr	BOT	Submitted to	Activity
Sa	6/2/18	Commencement												Registrar
M	6/4/18	6-wk Option I Classes begin (Summer 2018)												Academic Calendar
M	6/4/18	11-wk Option Classes begin (Summer 2018)												Academic Calendar
Th	6/28/18	Last day for student-generated withdrawal: 6-wk Option I (Summer 2018)												Academic Calendar
F	6/29/18	HEIRS non-credit data (April - June)	Fa				Ch	DD					Assoc. Academic V.P.	HEIRS
F	6/29/18	Notification by the appropriate supervisor of work assignment for professional staff members (12.04C)						DD					Professional Staff Members	Workload
W	7/4/18	Independence Day - No Classes												Academic Calendar
F	7/6/18	Student evaluation results for part-time faculty ("Day" and "DCE" Unit members) (Spring 2018) distributed						DD					Division Deans	Part-time Evaluations
F	7/6/18	HEIRS non-credit data carryover due (all HEIRS data MUST be received by this date)	Fa				Ch	DD					Assoc. Academic V.P.	HEIRS
Tu	7/10/18	Student evaluations completed by part-time faculty ("DCE" Unit members) 6 wk Option I (Summer 2018)	Fa										Academic VP	Part-time Evaluations
W-Su	7/11/18	Final Examinations 6-wk Option I (Summer 2018): W-Th 7/11/18 - 7/15/18 (Grades due 72 hours after final administered)												Final Exams
M	7/16/18	6-wk Option II Classes begin (Summer 2018)												Academic Calendar
M	7/23/18	Student Evaluation packets distributed - 6-wk Option II and 11-wk Option (Summer 2018) ("DCE" Unit members) (11.02c).								AVP			Part-time faculty ("DCE" Unit members)	Part-time Evaluations
Sa	7/28/18	Last day for student-generated withdrawal: 11-wk and 13-wk Option (Summer 2018)												Academic Calendar
W	8/1/18	Wintersession 2017 & Spring 2018 Adjunct Faculty Teaching Availability Surveys Open (8/1/18 - 9/15/18)								AVP			Part-time faculty ("Day" and "DCE" Unit members)	Adjunct Faculty
Th	8/9/18	Last day for student-generated withdrawal: 6-wk Option II (Summer 2018)												Academic Calendar
F	8/10/18	Student evaluations completed for part-time faculty ("DCE" Unit members) for Full 11-wk Summer 2018 session	Fa										Academic VP	Part-time Evaluations
M-Su	8/13/18	Final Examinations 11-wk Option (Summer 2018): MTRFSU and W 8/13/18 - 8/19/18 and 8/22/18 (Grades due 72 hours after final administered)												Final Exams
F	8/17/18	Student evaluations completed for part-time faculty ("DCE" Unit members) for Full 13-wk Summer 2018 session												Part-time Evaluations
F	8/17/18	Student evaluations completed for part-time faculty ("DCE" Unit members) 6-wk Option II Summer 2018	Fa										Academic VP	Part-time Evaluations
M-Su	8/20/18	Final Examinations 6-wk Option II (Summer 2018): M-Su 8/20/18 - 8/26/18 (Grades due 72 hours after final administered)												Final Exams