

Office of Academic Affairs
Department Chairs & Directors ~ Yearly Calendar July 2019 – June 2020

JULY 2019		27	Chairs meet with deans; dean approves and sign summer 2020 schedules.; submit faculty matrices
4	INDEPENDENCE DAY HOLIDAY	28	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
15	Dean provides recommended winter 2020 schedules to chairs	TBD	Winter TBA schedules due (online)
22	Spring 2020 scheduling tools to Chairs	TBD	Winter Active Enrollment Rosters due
23	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	TBD	Winter Exclusion Rosters due (online)
25	Chairs finalize spring Faculty Matrices with supervising dean	TBD	Winter Positive Attendance & Grade Rosters due (online)
26	Chairs meet with deans; dean approves and sign winter 2020 schedules.	FEBRUARY 2020	
29	Chairs review winter 2020 galleys and Faculty Matrices with supervising dean & set appointment with scheduler	SPRING	Spring Election for Adjunct Representative in even years: 2- year term/ odd years: 1-year term
AUGUST 2019		3	Dean provides recommended fall 2020 schedules to chairs
5-16	Chairs meet with scheduler to enter winter 2020 schedules	10	SPRING 2020 SEMESTER BEGINS 2/10-6/8
9-16	Spring 2020 schedule distributed to Chairs; Chairs enter any changes in SCR	10	Chairs meet with scheduler to enter summer 2020 schedules
13	Chairs meet with dean & scheduler to review spring 2020 schedules; submit faculty matrices	10	Chairs meet with deans; dean approves and sign fall 2020 schedules
14	All fall assignments staffed by this date	11	Update Seniority/Priority lists for submission to Academic Affairs on Census Day
27	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	14	PRESIDENT'S DAY HOLIDAY
26	FALL 2019 SEMESTER BEGINS 8/26-12/15	17	PRESIDENT'S DAY HOLIDAY
SEPTEMBER 2019		17	Last day to process ADD Permission Numbers
FALL	Submit fall faculty Matrix and Annual Load forms (if applicable) to supervising dean	24	Spring 2020 Census date- Seniority/Priority lists due to Academic Affairs
2	LABOR DAY HOLIDAY	24	Deadline to submit corrected hourly rate seniority lists to Academic Affairs
3	Hiring Program Review Module submitted online http://www.lavc.edu/pepc/annualplans.html	24	Chairs meet with scheduler to enter fall 2020 schedules
6-13	Winter 2020 schedule online for faculty review	TBD	Last day to drop in person or internet without a "W"
8	Last day to process ADD permission numbers	TBD	Spring Exclusion Rosters due (online)
8	Last day to drop without a "W" (online)	TBD	Spring Active Enrollment Rosters due to Admissions & Records
9	Chairs review winter 2020 schedules in PeopleSoft and enter changes in SCR	TBD	Spring TBA schedules due (online)
9	Fall 2019 Census date – Seniority/Priority lists due to Academic Affairs	TBD	Spring Positive Attendance & Grade Rosters due (online)
16	Chairs confirm previous changes were implemented in PeopleSoft and submits SCR's to corrections	25	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
16	Chairs review evaluation list and begin evaluation process	MARCH 2020	
16-20	Evaluation process begins by the 4th week of semester	2	
18	Fall TBA Schedules due (online)	3	Chairs confirm previous changes were implemented in PeopleSoft and submits SCR's to corrections
18	Fall Exclusion Rosters due (online)	6	Chairs finalize fall Faculty Matrices with supervising dean
19	Chairs submit winter priority lists by discipline to supervising dean	9	Evaluation process begins by the 4 th week of semester
24	Winter 2020 schedule is posted for online review by all faculty; Chairs submit corrections via SCR	10	Summer 2020 schedule is posted for online review by all faculty; Chairs submit corrections via SCR
24	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	17-20	Chairs submit intersession priority lists by discipline to supervising dean
30	All Program Review Modules (except hiring) submitted online http://www.lavc.edu/pepc/annualplans.html	18	Final summer 2020 schedule posted online
OCTOBER 2019		23	Fall 2020 schedule is posted for online review by all faculty; Chairs submit corrections via SCR
1	Chairs review schedules in PeopleSoft and submit SCR's for corrections	24	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
2	Final winter 2020 schedule posted online	31	CESAR CHAVEZ DAY
2-3	A&R generates important dates	APRIL 2020	
4	Winter 2020 Offer Letters sent out to instructors	6-13	Spring Break
4	Updated hourly seniority lists sent to Chairs, ranked faculty, AFT President, and Grievance Representative	8	Final Fall 2020 schedule posted online
7	Chairs confirm previous changes were implemented in PeopleSoft and submit spring 2020 SCR's for corrections	28	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
14	Spring 2020 schedule is posted for online review by all faculty; Chairs submit corrections via SCR	30	Department Chair Elections, as applicable
22	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.	MAY 2020	
23	Final spring 2020 Schedule Online	1	Chairs to collect data for courses designated for SLO assessment
NOVEMBER 2019		1	All Summer intersession assignments staffed by this date
11	VETERAN'S DAY HOLIDAY	4	Evaluation process ends by the 12 th week of the semester
15	Last day to process section transfers (in person)	TBD	Last day to drop with a "W"
15	Fall Active Enrollment Rosters due	25	MEMORIAL DAY HOLIDAY
17	Last day to Drop with a "W" /Last day to exclude students	26	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
26	Chairs & Directors Meeting, 1:30 p.m., Student Services Multipurpose Rm.	JUNE 2020	
28-29	THANKSGIVING DAY HOLIDAY	2-8	Finals
DECEMBER 2019		15	SUMMER 2020 SEMESTER BEGINS 6/15 –8/30
2	Collect data for courses designated for SLO assessment	Early June	COMMENCEMENT
3	Initial list of preliminary summer allocations distributed (via email)	23	Chairs & Director's Meeting, 1:30 p.m., Student Services Multipurpose Rm.
9-13	Evaluation process begins by the 4th week of semester	TBD	Summer TBA schedules due (online)
9-15	Finals	TBD	Summer Active Enrollment Rosters due
12/16 -1/1	WINTER BREAK	TBD	Summer Exclusion Rosters due (online)
25	Fall Positive Attendance & Grade Rosters due (online)	TBD	Summer Positive Attendance & Grade Rosters due (online)
JANUARY 2020			
1	NEW YEAR'S DAY		
6	WINTER 2020 SEMESTER BEGINS 1/6–2/9		
15	Dean provides recommended summer 2020 schedules to chairs		
20	MARTIN LUTHER KING JR. HOLIDAY		