

CALENDAR OF ANNUAL A&WS DEADLINES AND SUBMISSIONS

AUGUST

Dual Enrollment Industry Credentials for previous academic year due	1 st day of August
Program Heads discuss academic program assessments and general education assessments with adjunct and full-time faculty	In-Service
School and Academic IE Plans due	1 st day of Classes
Syllabi saved to L:\drive	1 st day of Classes
Special Assignments Spreadsheet due to VP A&WS; Forms saved to L:/drive.	1 st day of Classes
Fall Workload Report (FT & PT) Verified & Initialed by Dean (save to L:/drive).	1 st Thursday of Classes
Adjunct Faculty Contracts to Division for signature	1 st Friday of Classes
Faculty need to work on Curriculum Committee paperwork for changes for the following academic year	All Month
Dean communicates 1 st semester evaluation criteria and establishes APPDO's with New Faculty	

SEPTEMBER

Access (IncludED) orders due to Bookstore for Spring	6 weeks prior to enrollment
Non-academic assessment report due for prior year	September 1st
Program Review documentation provided to program heads	Mid-Month (by Sept. 15 th)
Faculty Office Hours due – Maintain in Division Office	End of 2 nd week of Classes
SSDL2 - Classes for Spring due to NVCC/SSDL Liaison	Per NOVA Schedule
Faculty Rosters for Fall due to IEO	End of 5 th week of Classes
Book Orders due for Spring	4 weeks prior to enrollment
Spring Class Schedule available on web	2 weeks prior to enrollment

OCTOBER

Deans select the CATE, Susan S. Wood, and VCCS Adjunct Award nominees	Mid-Month (by Oct. 15 th)
Begin annual review of Curriculum Advisory Committee Lists	<i>Due Dec. 1st</i>
Academic Schools update faculty rosters	
Review Terms Offered (Semester) for all classes	VWVP_CATALOG_TYPICAL_OFFERING
Student Course Evaluations Conducted – 7W1	Last week of Classes
Full-time Classified Staff Evaluations Due	

NOVEMBER

Faculty Submit Assessment of prior year's APPDO's and Self Evaluations to Dean.	1 st day of November
Course Outlines for spring only classes saved to L:\drive (PDF)	1 st day of November
Student Course Evaluations Conducted – 16W Session	Last 2 weeks of Classes
Dean completes Fall Evaluation of New Faculty	
Dean completes Fall Evaluations for current calendar year of all returning faculty who are finishing a contract cycle	
Dean and Faculty meet to discuss assessment of past APPDO's and establish new ones	
Program Review Document due to Deans	By Thanksgiving Break

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DECEMBER

Curriculum Advisory Committee List Due	December 1st
Dual Enrollment Evaluations for previous academic year due	
Professional Faculty Evaluations Due	
Completion of Fall Special Assignment Due - (Page 2 of SA Form)	2 nd week of December
Fall Evaluations of New and returning faculty finishing a contract cycle are due to ASA with cover sheet.	2 nd week of December
Email Adjuncts regarding Payroll Account verification	1 Month prior to Contracts
Student Course Evaluations Conducted – 7W2 Session	Last week of Classes
Program Review documentation due to IE Office	Prior to Winter Break
Non-academic assessment plan outcomes, measures, and targets established and submitted to IE office	Prior to Winter Break

JANUARY

Program Heads discuss academic program assessments and general education assessments with adjunct and full-time faculty	In-Service
Deans meet with New Faculty to discuss evaluation criteria and establish spring APPDO's	In-Service
Recognize the nominees at the Rewards and Recognition Service	In-Service
Syllabi saved to L:\drive	1 st day of Classes
Special Assignments due to VP ASA & saved to L:/drive	1 st day of Classes
Deans and Faculty receive Student Evaluations from Fall Semester	In-Service
Senior Faculty notified of non-reappointment decisions	
Spring Workload Report (FT & PT) Verified by Dean (save to Faculty Contracts folders on L:/drive)	1 st Thursday of Classes
Professional Faculty Evaluations Submitted to HR	
Administrative Faculty Evaluations Mid-Year Review	
Adjunct Faculty Contracts to Division for signature	1 st Friday of Classes
Individual Fall/Spring Combined Workload/Overload signed by FT Faculty & Dean (save to L:/drive)	End of 2 nd week of Classes
Faculty Office Hours due – Maintain in Division Office	End of 2 nd week of Classes
Access (IncludED) orders due to Bookstore for Summer	6 weeks prior to enrollment

FEBRUARY

Academic Schools update faculty rosters	
Book Orders due for Summer	4 weeks prior to enrollment
Faculty Rosters for Spring due to IEO	End of 5 th week of Classes
SSDL2 - Classes for Summer and Fall due to NVCC/SSDL Liaison	Per NOVA Schedule
Summer Class Schedule available on web	2 weeks prior to enrollment
Student Course Evaluations Conducted – 8W1 courses	Last week of Classes
Access (IncludED) orders due to Bookstore for Fall	6 weeks prior to enrollment

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MARCH

Dean completes second semester evaluation of New Faculty	
Fall Class Schedule available on web	2 weeks prior to enrollment
Spring Evaluation of New Faculty and cover sheet due to VP A&WS	
New Faculty, 2 nd Year Faculty, and 3 rd Year Faculty notified of Non-reappointment decisions	Mid-Month (by March 15 th)
Review and Update Consumer information	Mid-March
Part-time Classified Staff Evaluations Due	
Book Orders due for Fall	4 weeks prior to enrollment

APRIL

Review Dual Enrollment Syllabus for Changes	
Adjunct Evaluations Due	
Completion of Spring Special Assignment Due - (Page 2 of SA Form)	By April 16 th
Student Course Evaluations Conducted - 16wk, 12wk Sessions	Last 2 weeks of Classes

MAY

Email Adjuncts regarding Payroll Account verification	1 Month prior to Contracts
Academic Assessment Reports due to IEO	End of Faculty Contract
Course Outlines for following academic year saved to L:\drive	End of Faculty Contract
Special Assignments Spreadsheet due to VP A&WS; Forms saved to L:/drive.	1 st day of classes
Syllabi saved to L:\drive	1 st day of Classes
Summer Workload Report Verified & Initialed by Dean (saved to Faculty Contracts L:/drive)	1 st Thursday of Classes
Adjunct Faculty Contracts to Divisions for signature	1 st Friday of Classes

JUNE

Deans and Faculty receive Student Evaluations from Spring Semester	
Administrative Faculty Evaluations Due	2 nd week of June
Student Course Evaluations Conducted (5W1 Session)	Last week of classes
Final Summer Workload signed by dean (5W2 Session)	First day of Classes
Faculty receive contracts for the following year	
Administrative Faculty Evaluations Due to HR	
Student Course Evaluations Conducted – 5W1 sessions	Last week of Classes

JULY

Professional Faculty Evaluation Mid-Year Review	2 nd week of July
Student Course Evaluations Conducted (10W & 5W2 Sessions)	Last week of classes
Student Course Evaluations Conducted – 5W2, 7W, & 10W sessions	Last week of Classes