

## CALENDAR OF ANNUAL ASA DEADLINES AND SUBMISSIONS

### AUGUST

Dual Enrollment Industry Credentials for previous academic year due	1 <sup>st</sup> 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 <sup>st</sup> day of Classes
Syllabi saved to L:\drive	1 <sup>st</sup> day of Classes
Special Assignments due to VP ASA	1 <sup>st</sup> day of Classes
Fall Workload Report (FT & PT) Verified & Initialed by Dean (sent to Pam).	End of 1 <sup>st</sup> week of Classes
Faculty need to work on Curriculum Committee paperwork for changes for the following academic year	All Month
Dean communicates 1 <sup>st</sup> semester evaluation criteria and establishes APPDO's with New Faculty	

### SEPTEMBER

Access (IncludED) orders due to Bookstore for Spring	6 weeks prior to enrollment
Program Review documentation provided to program heads	
Adjunct Faculty Contracts to Dean for signature	2 <sup>nd</sup> Thursday of Classes
Individual Fall Workload (FT) signed by Faculty & Dean (sent to Elizabeth)	End of 2 <sup>nd</sup> week of Classes
Faculty Office Hours due to IE Office	End of 2 <sup>nd</sup> week of Classes
SSDL2 - Classes for Spring due to NVCC	Per NOVA Schedule
Student Course Evaluations – 4W1 courses	Last week of Classes
Faculty Rosters for Fall due to IEO	End of 5 <sup>th</sup> 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 <sup>th</sup> )
Academic Schools update faculty rosters	
Program Review SWOT Analyses	
Review Terms Offered (Semester) for all classes	
Student Course Evaluations Conducted - 8wk1, 4wk2	Last week of Classes
HP Industry Credentials Due for 3 <sup>rd</sup> Quarter	
Full-time Classified Staff Evaluations Due	

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### NOVEMBER

Faculty Submit Assessment of prior year's APPDO's and Self Evaluations to Dean.	1 <sup>st</sup> day of November
Course Outlines for spring only classes saved to L:\drive	1 <sup>st</sup> day of November
Curriculum Advisory Committee List Due	1 <sup>st</sup> day of November
Student Course Evaluations Conducted - 4wk3 courses	Last week of Classes
Student Course Evaluations Conducted - 16wk, 12wk Sessions	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	

### DECEMBER

Student Course Evaluations Conducted - 4wk4 courses	Last week of classes
Dual Enrollment Evaluations for previous academic year due	
Professional Faculty Evaluations Due	
Completion of Fall Special Assignment Due - (Page 2 of SA Form)	2 <sup>nd</sup> week of December
Fall Evaluations of New and returning faculty finishing a contract cycle are due to ASA with cover sheet.	2 <sup>nd</sup> week of December
Email Adjuncts regarding Payroll Account verification	1 Month prior to Contracts
Program Review documentation due to academic deans	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 <sup>st</sup> day of Classes
Special Assignments due to VP ASA	1 <sup>st</sup> day of Classes
Deans and Faculty receive Student Evaluations from Fall Semester	
Senior Faculty notified of non-reappointment decisions	
Spring Workload Report (FT & PT) Verified & Initialed by Dean (sent to Pam)	End of 1 <sup>st</sup> week of Classes
Professional Faculty Evaluations Submitted to HR	
Administrative Faculty Evaluations Mid-Year Review	
HP Industry Credentials Due for 4 <sup>th</sup> Quarter	
Adjunct Faculty Contracts to Dean for signature	2 <sup>nd</sup> Thursday of Classes
Individual Fall/Spring Combined Workload/Overload signed by FT Faculty & Dean (sent to Elizabeth)	End of 2 <sup>nd</sup> week of Classes
Faculty Office Hours due to IE Office	End of 2 <sup>nd</sup> week of Classes
Access (IncludED) orders due to Bookstore for Summer	6 weeks prior to enrollment

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### **FEBRUARY**

Academic Schools update faculty rosters	
Award materials due to the VCCS	February 15 <sup>th</sup>
Book Orders due for Summer	4 weeks prior to enrollment
Student Course Evaluations - 4wk1 courses	Last week of Classes
Faculty Rosters for Spring due to IEO	End of 5 <sup>th</sup> week of Classes
Fall Industry Credentials Due for BTT, LASS, and STEM	2 <sup>nd</sup> week of February
SSDL2 - Classes for Summer and Fall due to NVCC	Per NOVA Schedule
Student Course Evaluations Conducted - 8wk1, 4wk2 courses	Last week of Classes
Program Review documentation due to IEO	Last Friday in February
Access (IncludED) orders due to Bookstore for Fall	6 weeks prior to enrollment

### **MARCH**

Dean completes second semester evaluation of New Faculty	
Summer Class Schedule available on web	2 weeks prior to enrollment
Spring Evaluation of New Faculty and cover sheet due to ASA	
New Faculty, 2 <sup>nd</sup> Year Faculty, and 3 <sup>rd</sup> Year Faculty notified of Non-reappointment decisions	Mid-Month (by March 15 <sup>th</sup> )
Part-time Classified Staff Evaluations Due	
Book Orders due for Fall	4 weeks prior to enrollment
Student Course Evaluations Conducted - 4wk3 courses	Last week of Classes
Fall Class Schedule available on web	2 weeks prior to enrollment

### **APRIL**

Dual Enrollment Industry Credentials	
Review Dual Enrollment Syllabus for Changes	
Adjunct Evaluations Due	
Completion of Spring Special Assignment Due - (Page 2 of SA Form)	By April 16 <sup>th</sup>
HP Industry Credentials Due for 1 <sup>st</sup> Quarter	
Student Course Evaluations Conducted - 16wk, 12wk Sessions	Last 2 weeks of Classes
Student Course Evaluations Conducted - 4wk4 courses	Last week of Classes
Distance Learning Peer Review Results due to IEO	Last week of Classes

## CALENDAR OF ANNUAL ASA DEADLINES AND SUBMISSIONS

### 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 due to VP ASA	1 <sup>st</sup> day of classes
Summer Workload Report Verified & Initialed by Dean (sent to Pam)	1 <sup>st</sup> day of Classes
Syllabi saved to L:\drive	1 <sup>st</sup> day of Classes

### JUNE

Adjunct Faculty Contracts to Dean for signature	2 <sup>nd</sup> Thursday of Classes
Faculty Office Hours due to IE Office	End of 2 <sup>nd</sup> week of Classes
Spring Industry Credentials Due for BTT, LASS, and STEM	2 <sup>nd</sup> week of June
Deans and Faculty receive Student Evaluations from Spring Semester	
Administrative Faculty Evaluations Due	2 <sup>nd</sup> week of June
Student Course Evaluations Conducted (first 5 Wk Session)	Last week of classes
Final Summer Workload signed by dean (2nd 5 Wk Session)	First day of Classes
Faculty receive contracts for the following year	
Non-Academic Assessment Reports Due	
Administrative Faculty Evaluations Due to HR	

### JULY

Faculty Rosters for Summer due to IEO	2 weeks after 5W2 Classes
HP Industry Credentials Due for 2 <sup>nd</sup> Quarter	2 <sup>nd</sup> week of July
Professional Faculty Evaluation Mid-Year Review	2 <sup>nd</sup> week of July
Student Course Evaluations Conducted (10 Wk and 2nd 5 Wk Sessions)	Last week of classes
Non-Academic IE Plans Due	
DE Industry Credentials Due for fall	