

## ***FACULTY CALENDAR***

Sep-6	Faculty office hours to Supervisor on first day of classes
Sep-9	Office hours posted at end of first week of class
Sep-9	Course materials distributed to students and to supervisor before end of drop/add period
Sep-15	Unit members receive notice of accumulated sick days
Sep-30	Course/Schedule Preference to Supervisor
Oct-1	Tenure eligibility list distributed
Oct-1	Sick leave bank open
Oct-2	Furnish employer with dues to be deducted per employee
Oct-6	Supervisor shall return Course Materials to faculty members by end of fifth week
Oct-15	Notice of Non-reappointment in 5 <sup>th</sup> year of later – requires just cause
Oct-15	College service plan to supervisor
Oct-30	Last day to opt out of sick bank
Oct-31	Course/Schedule preference to faculty
Nov-21	Unit Personnel Practices Committee established
Dec-1	Applications due for Sabbatical Leave beginning Fall semester for faculty
Dec-24	Last day fall semester can end
Dec-24	Last Day of classes Faculty submit college service and student advisement form
Jan-1	Personal days benefit begins. 3 days if hired prior to 7/1/12. 2 days if hired after 7/1/12
Jan-15	Sabbatical recommendations from committee to president
Jan-18	Classes Begin at some colleges
Jan-18	Faculty office hours to Supervisor on first day of classes
Jan-21	Office hours posted at end of first week of class
Jan-29	Course materials distributed to students and to supervisor before end of drop/add period
Feb-1	Summary Evaluation returned
Feb-1	Sabbatical Recommendations forwarded to boards of trustees
Feb-10	Summary evaluation rebuttals due
Feb-15	College service plan to supervisor
Feb-20	Course materials returned
Feb-28	New full and part-time hire list due MCCC
Feb-28	Course/Schedule preferences to Supervisor
Mar-1	Notice of Non-reappointment is due in 1 <sup>st</sup> four years
Mar-15	Dean's recommendations for Title change
Mar-15	Unit Personnel Practices recommendations for tenure
Mar-30	Department Chair evaluations
Mar-30	Preferred schedules and course submitted
Mar-31	Department chair vacancies announced
Mar-31	Course/Schedule to faculty
Apr-6	Dean's leave of absence recommendations
Apr-15	Dean's tenure recommendations
Apr-15	Title changes announced
Apr-30	Fall assignments to faculty, fulltime schedules to chapter
May-1	President's tenure recommendations and sabbatical notification
May-15	Last Day of classes Faculty submit college service and student advisement form

**NB-Dates may vary depending on last day of classes. Most dates are last date standards**