

YEARLY ACTIVITIES AND REPORTING CALENDAR

December 2011:

- 1 Course assessment reports (CAR) due from faculty to chairs
- 1 Tenure application due from dean to VPAA&SS
- 1 Deadline to notify 'A' contract faculty if changing to 'B'
- 1-2 Board of Regents meeting (UNLV)
- 2 Curriculum, Assessment and Programs Committee meeting (last meeting to make catalog)
- 8 Tenure reports due to VP AA/SS for all tenure-track faculty
- 9 Professional Standards Committee meeting
- 15 Course assessment reports (CAR) due from chairs to deans
- 16 Faculty Senate meeting
- 18 Instruction ends
- 20 Final grades due to A&R
- 26-31 Tenure application and binders due from VPAA/SS office to the President
- 26-30 Winter Break (limited services at Meadowood Center only, excluding weekends and holidays)
- 31 Course assessment reports (CAR) due from deans to VPAA/SS

January 2012:

- 1-2 Winter Break (college closed)
- 16 Martin Luther King Jr. holiday (college closed 14-16)
- 9 Academic semester begins
- 9 & 10 Faculty furlough days
- 11 Faculty return
- 12 Division and department meetings
- 17-19 Professional Development Days
- 21 Instruction begins
- 25 Lab fee and challenge exam updates due to VPAA&SS office
- 27 Curriculum, Assessment and Programs Committee meeting
- 30 President reviews & approves recommended tenure candidates & submits to Board of Regents for spring meeting

February 2012:

- 1 VPAA/SS office works with deans on emeritus/emerita requests
- 1 Deans and department chairs observe one-third of tenured faculty
- 3 Professional Standards Committee meeting
- 3 Northern Nevada Higher Education Assessment Conference at TMCC
- 10 Faculty Senate meeting
- 20 President's Day (College closed 18-20)
- 24 Professional Standards Committee meeting

March 2012:

- 1 VPAA/SS submits emeritus/emerita recommendations to President

- 1 Deans or department chairs observe all non-tenured faculty
- 1 Justifications due to 'A' contracts
- 1-2 Board of Regents meeting (CSN)
- 1-2 Board of Regents considers tenure applications
- 2 Curriculum, Assessment and Programs Committee meeting
- 9 Faculty Senate meeting
- 17-23 Spring Break (college closed 3/17-18; limited services 3/19-23)
- 30 Curriculum, Assessment and Programs Committee meeting

April 2012:

- Tenure reports due to deans
- 1 PURC submits self-study with recommendations to VPAA/SS
- 3 Faculty self-evaluations due to department chairs
- 6 Chairs give deans faculty evaluation information
- 6 Professional Standards Committee meeting
- 13 Faculty Senate meeting
- 15 VPAA/SS notifies dean and instructional research of scheduled self-studies
- 20 Schools send out faculty letter re: commencement
- 23 Deans' evaluations of redlined faculty due to VPAA/SS
- 27 Curriculum, Assessment and Programs Committee meeting

May 2012:

- Complete contract worksheets
- 1 Course Assessment Reports (CAR) due from faculty to chairs
- 1 Dean submits PUR progress report electronically to VPAA/SS
- 4 Faculty annual plans due to department chairs
- 4 Professional Standards Committee meeting
- 7 Self-evaluations due to VPAA/SS for deans and other direct reports
- 10 Tenure Ceremony
- 13 Instruction ends
- 14 Faculty evaluations to VPAA/SS
- 15 Final grades due
- 15 Administrative units provide PUR progress report electronically to VPAA/SS on specific recommendations
- 16 Student Awards event at 5 p.m.
- 18 Spring semester ends
- 18 Commencement
- 20 Tenure reports due to VPAA/SS for all tenure-track faculty
- 21-25 VPAA/SS has individual evaluation meetings with direct reports
- 28 Memorial Day (College closed 26-28)
- 29 First summer school term begins
- 31 Course assessment reports (CAR) due from deans to VPAA/SS

June 2012:

- 5/31-6/1 Board of Regents meeting
- 15 Chair evaluations due to VPAA/SS
- 29 First Term Summer School ends

July 2012:

- 1 3yr/5yr new program review due to NSHE system (if applicable)
- 1 President advises VPAA/SS, dean, and self-study chair of PUR acceptance
- 1 Tenure is effective for those approved by Board of Regents' (at spring meeting)
- 2 First term summer school ends
- 4 Independence Day holiday (college closed)
- 4 Assessment annual reports due from VPAA&SS to President
- July/Aug Program and discipline review 2011: VPAA&SS recommendations/actions due to President

August 2012:

- 3 Second term summer school ends
- 16 Faculty return-Academic semester begins
- TBD Convocation
- 20-24 Professional development week
- 23-24 School and department meetings
- 24 Assessment Day
- 25 Instruction begins
- 29 Academic schools return limited edits (Spring 2012 class schedule) to VPAA/SS office

September 2012:

- 1 Lab fee and challenge exam updates due to VPAA/SS office
- 3 Labor Day Holiday (College closed September 1-3)
- 4 Professional Standards Committee meeting
- 6-7 Board of Regents meeting (DRI, Las Vegas)
- TBD Curriculum, Assessment and Programs Committee meeting
- 13 Departments locked out of PeopleSoft at end of day for 2012 spring class schedule
- 14 Sabbatical applicants notify department of intent to apply for next year
- 14 Fall Welcome Back Fair
- 14 PUR progress report template send to self-study chairs from VPAA/SS
- 17 Faculty Senate meeting
- 17 Part-time Issues Committee meeting
- 28 Professional Standards Committee meeting

October 2012:

- 3 Spring term or full-year sabbatical reports due
- TBD Deans or department chairs observe all non-tenured faculty
- TBD Department chair elections held by October 14
- TBD Deans and department chairs observe one-third of tenured faculty
- TBD Student evaluations begin for full-time faculty (to be completed by Thanksgiving break)
- 8 Curriculum, Assessment and Programs Committee meeting
- 15 Sabbatical leave requests due to Faculty Senate office
- 15 Faculty Senate meeting
- 16 Part-time Issues Committee meeting
- 28 Nevada Day Campus Closed

November 2012:

- 11-12 Veterans Day Holiday (Campus Closed)
- TBD Tenure applications due to department chairs and deans
- 1-30 Department chairs and deans complete evaluation pages for tenure applications
- 3 Curriculum, Assessment and Programs Committee meeting
- 3 Professional Standards Committee meeting
- 19 Tenure reports due to deans
- 30 Board of Regents meeting (UNLV)
- 22-23 Thanksgiving Holiday (College closed 22-25)

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- 16 Instruction ends
- 18 Final grades due to the A&R
- TBD Curriculum, Assessment and Programs Committee meeting (last meeting to make catalog)
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