

YEARLY ACTIVITIES AND REPORTING CALENDAR

March 2010:

- 1 Justifications due for 'A' contracts
Summer 2010 class schedule available at www.tmcc.edu
- 1-12 Deans and department chairs observe one-third of tenured faculty
- 1-31 Deans or department chairs observe all non-tenured faculty
- 3 Academic Affairs Council meeting, CSN
- 4 Board of Regents meeting, CSN
- 5 Board of Regents meeting, CSN
Salary, Benefits and Monetary Concerns Committee meeting
Curriculum Committee meeting
General Education Committee meeting
- 9 Deans and Directors Council meeting
- 10 2011 catalog: Common course numbering spreadsheet, faculty pages due to VPAA&SS; course description pages completed
- 11 Library Committee meeting
- 12 Professional Standards Committee meeting
2011 catalog: Deadline to finalize worksheets and course descriptions (VP's office);
Academic Standards Committee meeting
- 13-19 Spring Break (college closed March 13-14; limited services March 15-19)
- 15-week of Summer 2010 class schedule: Printed schedule delivered
- 18 Library Committee meeting
- 19 2011 catalog: Proof to deans
- 23 2011 catalog: Proof due to VP's office by 4 p.m.
- 25 Recognition and Activities Committee meeting
- 26 Faculty Senate meeting
2011 catalog: Proof due from VP's office to PIO
- 30 Deans and Directors Council meeting
- 31 Program and discipline review 2010: Data discussion deadline
Fall 2010 class schedule available at www.tmcc.edu
- TBA VPAA&SS office works with deans on emeritus/emerita requests

April 2010:

- 2 Faculty self-evaluations due to department chairs
Fall term sabbatical reports due
- 4 Easter Sunday (college closed)
- 9 General Education Committee meeting
- 12-week of Fall 2010 printed schedule delivered to TMCC
- 13 Deans and Directors Council meeting
- 14 2011 catalog: Web version released
- 15 Library Committee meeting
- 16 Chairs give deans faculty evaluation information
Deans schedule evaluation meetings, if necessary, with faculty through end of semester
Part-time Issues Committee meeting
Salary, Benefits and Monetary Concerns Committee meeting
Curriculum Committee meeting
- 20 Tenure reports due to deans
VPAA&SS sends out faculty letter re: commencement
- 22 Recognition and Activities Committee meeting
- 23 Deans' evaluations of redlined faculty due to VPAA&SS
School/division goals due to VPAA&SS (next year's goals and results of this year's)
Professional Standards Committee meeting
Academic Standards Committee meeting

27 Deans and Directors Council meeting
29 2011 catalog: PDF version released
30 Faculty Senate meeting

May 2010:

3 Faculty annual plans due to department chairs
5 VPAA&SS sends merit procedure letter for FY10 to redlined faculty
7 Self-evaluations due to VPAA&SS for deans and other direct reports
Professional Standards Committee meeting
11 Deans and Directors Council meeting
14 Faculty evaluations due to VPAA&SS
Faculty Senate meeting
16 Instruction ends
18 Final grades due
20 Tenure reports due to VPAA&SS
24-28 VPAA&SS has individual evaluation meetings with deans and other direct reports
25 Deans and Directors Council meeting
28 Program and discipline review: progress reports due from deans/directors
Chair self-evaluations due to deans
31 Memorial Day holiday (college closed May 29–31)
TBA Deans/Directors complete contract worksheets
VPAA&SS approves contract worksheets

June 2010:

1 First term summer school begins
2 Academic Affairs Council meeting, UNR
3 Board of Regents meeting, UNR
4 Board of Regents meeting, UNR
8 Deans and Directors Council meeting
15 Assessment annual reports due from deans to VPAA&SS
18 Chair evaluations due to VPAA&SS
22 Deans and Directors Council meeting
30 Program and discipline review 2009: Deans' recommendation/action

July 2010:

2 First term summer school ends
5 Independence Day holiday (college closed July 3-5)
6 Second term summer school begins
15 Assessment annual reports due from VPAA&SS to President
30 Program and discipline review 2009: VPAA&SS recommendations/actions due to President

August 2010:

6 Second term summer school ends
19 Faculty return
28 Instruction begins
TBA Lab fee and challenge exam updates due to VPAA&SS office

September 2010:

6 Labor Day holiday (college closed September 4-6)
8 Academic Affairs Council meeting, TMCC
9 Board of Regents meeting, TMCC
10 Board of Regents meeting, TMCC
TBA VPAA&SS office sends out information on Regents' Awards

October 2010:

- 1 Department chair elections held by October 15
- 1 Spring term or full-year sabbatical reports due
- 29 Nevada Day holiday
- TBA Regents' Awards nominations due to deans
- Deans or department chairs observe all non-tenured faculty
- Deans and department chairs observe one-third of tenured faculty
- Student evaluations begin for full-time faculty (to be completed by Thanksgiving break)

November 2010:

- 1 Program and discipline review 2010: self studies due
- 1-8 Tenure applications due to department chairs and deans
- 1-30 Department chairs and deans complete evaluation pages of tenure applications
- 11 Veterans' Day holiday
- 19 Tenure reports due to deans
- 25-28 Thanksgiving holiday

December 2010:

- 1 Deadline to notify 'A' contract faculty if changing to 'B'
- Notification of program and discipline reviews for 2011
- Tenure applications due to VPAA&SS
- Academic Affairs Council meeting, DRI, Las Vegas
- 2 Board of Regents meeting, DRI, Las Vegas
- 3 Board of Regents meeting, DRI, Las Vegas
- 8 Tenure reports due to VPAA&SS
- 19 Instruction ends
- 21 Final grades due to A&R
- 25 Christmas holiday
- 24-1/2/11 Winter Break (limited services at Meadowood Center only, excluding weekends and holidays)
- TBD Program and discipline review: Follow-up report by VPAA&SS to Academic Standards

January 2011:

- 12/31/10 New Year's holiday
- 1-2 Winter Break (college closed)
- 10 Faculty return
- 17 Martin Luther King Jr. holiday (college closed 1/15-17)
- 22 Instruction begins
- 24 Lab fee and challenge exam updates due to VPAA&SS office
- 29 Program and discipline review 2010: final revisions of self studies due
- TBA Program and discipline review 2011: Orientation deadline

February 2011:

- 21 President's Day holiday (college closed February 19-21)