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5/1 Sabbatical approvals for Fall to professional staff	3/1	Notice of non-reappointment is due by March 1 in 1st four years.		
	5/1	President's tenure recommendations		
5/30 F5 - Six-month list & summary of college service due to supervisor (4 hours is the requirement)	5/1	Sabbatical approvals for Fall to professional staff		
3.50 E3 SIX month has the summary of conege service due to supervisor (4 nodes is the requirement)	5/30	E5 - Six-month list & summary of college service due to supervisor (4 hours is the requirement)		
5/30 If student advising is assigned, the log is due to supervisor Fravel Time. Time spent commuting from job site to job site within the workday is considered time worked.				

Travel Time - Time spent commuting from job site to job site within the workday is considered time worked. Time spent commuting to and from home to job site **is not** considered time worked.

Compensatory Time, Vacation Time, and Sick Time 1 ½ hours are granted for each hour worked over 37 ½ hours per week wit cap of 75 hours. Comp Time over 75 yours is paid. Payment of unused vacation and comp. time are paid upon separation from the college.

time are paid upon separation from the conege.			
Evaluation Cycle	New Employee Classification		
Year 1 - February 1 and June 1	10 days of hire - Submit classification points (data form)		
Years 2-6 - June	30 days of hire - HR forwards proper classification		
Year 7 - Tenure (No Evaluation) 8	60 days to appeal if points are incorrect		
Year 9 - Evaluation and every 3 rd year on June 1			

Date	Faculty Requirement
1st day	Faculty office hours to supervisor on first day of classes
End of 1st Week	Office hours posted at end of first week of class
End of Drop/Add	Course materials distributed to students and to supervisor before end of drop/add period
9/30	Course/Schedule preference to supervisor
10/1	Tenure eligibility list distributed
10/1	Sick leave bank open
End 5th Week	Supervisor shall return course materials to faculty members by end of fifth week
10/15	Notice or Non-reappointment in 5 th year of later – requires just cause
10/15	College service plan to supervisor
10/30	Last day to opt out of sick bank
10/31	Course/Schedule preference to faculty
10/31	Sabbatical approvals for spring semester to faculty
11/21	Unit Personnel Practices Committee established
12/1	Sabbatical proposals for fall semester to supervisor
12/15	Sabbatical proposals for fall semester forwarded to committee
Last Class	Last day fall semester can end & faculty submit college service and student advisement form on last day
1/1	Personal days benefit begins. 3 days if hired prior to 7/1/12. 2 days if hired after 7/1/12
1/15	Sabbatical recommendations for fall semester from committee & supervisor to dean
Spring Classes Begin	Classes begin at some colleges
1st Day	Faculty office hours to supervisor on first day of classes
End of 1st Week	Office hours posted at end of first week of class
End of Drop/Add	Course materials distributed to students and to supervisor before end of drop/add period
2/1	Summary evaluation returned
2/1	Sabbatical recommendations for spring semester from president to board
2/10	Summary evaluation rebuttals due 7 work days after evaluation
2/15	College service plan to supervisor
End 5th Week	Course materials returned
2/28	New full and part-time hire list due and 7 business days after hire
2/28	Course/Schedule preferences to Supervisor
3/1	Notice of non-reappointment is due in 1 st four years
3/15	Dean's recommendations for title change
3/15	Unit Personnel Practices Committee recommendations for tenure
3/30	Department chair evaluations
3/30	Preferred schedules and course submitted
3/31	Department chair vacancies announced
3/31	Course/Schedule to faculty
4/15	Dean's tenure recommendations
4/15	Title changes announced
4/30	Fall assignments to faculty & fulltime schedules to chapter
5/1	President's tenure recommendations and sabbatical approvals for Fall to faculty
Last Class	Last Day of classes Faculty submit college service and student advisement form (date varies)
6/1	Sabbatical proposals for spring semester to supervisor
6/15	Sabbatical proposal for spring semester forwarded to committee
7/15	Sabbatical recommendations for spring semester from committee & supervisor to dean
8/31	Sabbatical recommendations for spring semester from president to board