

Important Dates Calendar Spring 2021

Day	Date	Description	Submitted to	Responsible area
F	1/1/2021	Fall 2020 ONLINE student evaluation results distributed for faculty ("Day" and "DCE" Unit members)	Deans and faculty	Academic VP
F	1/8/2021	Wintersession ONLINE student evaluations CLOSE ("DCE" Unit members)	Part-time faculty ("DCE" Unit members)	Academic VP
W	1/11/2021	Board of Trustees meeting	BOT	Academic VP, President, BOT
Th.	1/14/2021	Final Spring 2021 Cancellations	Letters/email to Faculty	Deans/Assoc. Deans and Academic VP
F	1/15/2021	Sabbatical Leave Committee submits their recommendations to the Academic VP and applicant for the Fall semester (9.018c)	Academic VP and applicant	Sabbatical Committee
F	1/15/2021	Submit plans for coverage with the estimated cost, if appropriate, for those individuals recommended for Sabbatical Leave (9.018c)	Academic VP	Deans/Assoc. Deans
F	1/15/2021	Fall 2021 Schedule 1st Draft (Registrar to Deans & Chairs)	Deans/Assoc. Deans, Dept. Chairs/Coords.	Registrar, Chairs/Coord., Deans/Assoc. Deans
Sat.	1/30/2021	Submission of course materials for part-time (11.03a)	Academic VP	Unit member
Sat.	1/30/2021	Office hours posted (12.03.D.3.b.5)	Deans	Faculty
M	2/1/2021	Provide to MCCC Chapter President copies of class schedules for all full-time faculty members whose class schedules differ from their tentative class schedules. (2.06)	MCCC Chapter President	Academic VP
M	2/1/2021	Summary Evaluations (13.02B6) Full-time Faculty	Human Resources	Deans/Assoc. Deans
M	2/1/2021	Recommendations for sabbatical leave forwarded to BOT for Fall 2021 (9.01.1.8.e).	President	Academic VP, Deans, and Sabbatical Leave Committee
M	2/1/2021	Notification to faculty member, by appropriate supervisor, of change in the tentative class schedule or subject matter preparation.	Faculty member	Deans/Assoc. Deans
Th.	2/4/2021	Summer 2021 Final Schedule (Deans & Chairs to Registrar)	Registrar	Deans/Assoc. Deans, Dept. Chairs/Coords.
Sun.	2/7/2021	Submission of course materials for full-time (13.02B2a) (13.07B2a).	Deans	Faculty
M	2/8/2021	Final notification of full-time faculty teaching 4 p.m. and later Spring (12.03.B.3.d).	MCCC Chapter President	Academic VP
M	2/15/2021	Submit a list of college service activities to be performed (13.02B4b).	Deans	Faculty
W	2/22/2021	Board of Trustees meeting	BOT	Academic VP and President
F	2/26/2021	First-Half Option ONLINE student evaluations OPEN (11.02.c).	Academic VP	Faculty and Deans/Assoc. Deans
F	2/26/2021	Fall 2021 Final Schedule (Deans & Chairs to Registrar)	Registrar	Registrar, Chairs/Coord., Deans/Assoc. Deans
Sun.	2/28/2021	Provide information listed in Article 2.06. This includes, but is not limited to: a copy of the full and part-time payroll, the number of filled and vacant positions and enrollment figures by program (2.06).	Academic VP	President
M	3/1/2021	Notice of non-reappointment; termination at the end of the 1st - 4th year of service. (11.02.A.1.a)	Academic Deans, HR, FT faculty and Professional Staff	Academic VP
M	3/1/2021	List of unit members who meet minimum qualifications for Change of Rank (14.03.B).	Deans	Academic VP
M	3/15/2021	Deans recommendations for Change of Rank to the President (14.03B)	President	Faculty, Chairs/Coord., Deans/Assoc. Deans
M	3/15/2021	Summer 2021 Adoptions DUE	Bookstore & Deans	Faculty
F	3/26/2021	HEIRS non-credit data (January - March)	Assoc. Academic V.P.	Deans/Assoc. Deans
T	3/30/2021	Evaluation of department chairpersons (20.08A).	Academic VP	Deans/Assoc. Deans
W	3/31/2021	Notification to faculty member, by appropriate supervisor, of each faculty member's tentative schedule and courses for Fall 2021.	Faculty	Deans/Assoc. Deans
W	4/5/2021	Board of Trustees meeting	BOT	Academic VP, President, BOT
Th.	4/15/2021	Submit 2021/2022 Academic Affairs goals/objectives.	Academic VP	Deans/Assoc. Deans
Th.	4/15/2021	President's review and announce Change of Rank decisions (14.03.C).	BOT	President
Th.	4/15/2021	Tenure recommendations submitted to President (11.03C4).	President	Academic VP
Th.	4/15/2021	Fall 2021 Adoptions DUE	Bookstore & Deans	Faculty
F	4/23/2021	Spring 2021 ONLINE student evaluations OPEN.		
Sat.	5/1/2021	Tenure recommendations (11.03C5).	BOT	President
Sat.	5/1/2021	The College notifies an applicant whether their sabbatical application has been approved by the BOT for the Fall semester or July 1. (9.01.1.8.f)	Sabbatical Leave applicants	BOT, President
W	5/3/2021	Board of Trustees meeting	BOT	Academic VP, President, BOT
	5/7/2021	Spring 2021 ONLINE student evaluations CLOSE.		
Sat.	5/20/2021	Notification of Tenure recommendations to eligible unit members (11.03C5).	Eligible Unit Members	President
W	5/17/2021	Grades due by 4:00 p.m.	Registrar	Faculty
Sat.	5/22/2021	Commencement	Academic VP, Deans/Assoc. Deans	Registrar
W	6/7/2021	Board of Trustees meeting	BOT	Academic VP, President, BOT
F	6/25/2021	HEIRS non-credit data (April - June)	Academic V.P.	Faculty, Chairs/Coord., Deans/Assoc. Deans