

Day	Date	End Date (if applicable)	Description	Responsible/Submit to
M	2/28/2021		Last day to submit curriculum forms for the academic year	Deans
Sat	5/1/2021		President forwards Tenure recommendations to employer (11.03.c5)	Academic VP/Deans/Faculty
Th	6/17/2021		Cancellations for Summer II - 6 wk session (less than 3)	Dean/Registrar/AA
Sat	6/26/2021		Student evaluations completed by part-time faculty ("DCE" Unit members) 6 wk Option I (11.02) (Summer 2021)	AA
Th	7/1/2021		Notification by the appropriate supervisor of work assignment for professional staff members (12.04C)	Appropriate Supervisor/Professional Staff Members
Th	7/1/2021		Student evaluation results for part-time faculty ("Day" and "DCE" Unit members) (Spring 2021) distributed	Academic VP
F	7/2/2021		Cancellations for Summer II - 6 wk session (less than 10)	Dean/Registrar/AA
F	7/2/2021		Email notification to Faculty for final grades Summer I- 2021	Faculty
F	7/2/2021		Summer II- 2021 Cancellations- less than 10 students	Dean/Registrar/AA
M	7/11/2021		Semester Start Date for Summer III session 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
M	7/12/2021		Summer II -2021- 6 wk session begins	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
Tu	7/13/2021		Final Grades Deadline (ALL) Summer I- 2021	Faculty/Registrar
Sat				

Tu 8/24/2021

W - Sat	9/29/2021	12/11/2022	Beginning of the process for classroom observation (13.02B3b) full and part time faculty	Full and part-time faculty
F	10/1/2021		Notification of Tenure consideration to eligible unit members in their 6th or later year (11.03C2)	Eligible Unit Members
F	10/1/2021		Spring 2022 Schedule 1st Draft Requested Changes (Deans to Registrar)	Dean/Registrar
F	10/1/2021		Student evaluation results for Summer 2021 distributed (13.02.B.1dc)	Academic VP
M	10/4/2021		Board of Trustees meeting (Bristol Attleboro)	Board of Trustees
M	10/4/2021		Last day to Drop (DD) at 100% refund less SSF - Flex Start Fall 2021	Registrar
Tu - Tu	10/5/2021	10/12/2021	Faculty Verification of Attendance (Enrollment Verification Period) 5 business days - Flex Start -Fall 2021	Faculty/Registrar
W	10/6/2021		Sabbatical Leave Committee established (9.0118b)	Academic VP/Learning Council
W	10/6/2021		Schedule goes Live on Web Winter session 2022	Registrar
Sat	10/9/2021		Student evaluation packets distributed - First-Half Option ("DCE" Unit members) (11.02.c). (Fall 2021)	Academic VP
Tu	10/12/2021		Course materials returned to faculty (13.02B2d) (13.07B2d) Fall 2021	Dean/Faculty
Tu	10/12/2021		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 for Fall 2021 (2.06)	AA/Association President
W	10/13/2021		Schedule is Active- opens for Registration Winter 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
F	10/15/2021		Documentation in support of student advisement responsibilities (13.02B4b) for Fall 2021	Appropriate Supervisor
F				

F 12/17/2021

Cancellations Winter 2022 - less than 10 students

Dean/Registrar/AA

M	1/24/2022	Spring 2022 Semester Start Date	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
F	1/28/2022	Office hours posted (12.03D3b4) Spring	Dean/Faculty
Sat	1/29/2022	Provide to MCCC Chapter President copies of tentative class schedule and courses for all full-time faculty members (2.06) Spring 2022	MCCC President
Su	1/30/2022	Last Day to Add a Course Spring 2022	Dean/Registrar
M	1/31/2022	Board of Trustees meeting	Board of Trustees
Tu	2/1/2022	Recommendations for reappointment of non-tenured faculty to Academic VP	Academic VP
Tu	2/1/2022	Summary Evaluations (13.02B6) Full-time Faculty	Dean/AA/Human Resources
Tu	2/1/2022		

F	2/25/2022		Submit plans for coverage with the estimated cost, if appropriate, for those individuals recommended for Sabbatical Leave (9.01I8c)	AA
M	2/28/2022		Approved changes to curriculum, program & courses for CATALOG 22-23	Registrar/AA
M	2/28/2022		Board of Trustees meeting	Board of Trustees
M	2/28/2022		Provide to MCCC Chapter President copies of class schedules for all full-time faculty members whose class schedules differ from their tentative class schedules for Spring 2022. (2.06)	MCCC Chapter President
Tu	3/1/2022		Course materials returned to faculty (13.02B2d) (13.07B2d) Spring 2022	Dean/Faculty
Tu	3/1/2022		Notice of non-reappointment in the first through fourth years of service (11.02.A1b)	Academic VP
Tu	3/1/2022		Recommendations for reappointment of non-tenured faculty to President	Academic VP/President
W	3/2/2022		Summer I 2022 schedule goes Live on Web	Registrar
Su - Sat	3/6/2022	3/12/2022	Mid Semester Evaluations Spring 2022	Registrar
Th	3/8/2022		Email notification to faculty for final grades - 1st half/Spring 2022	Faculty/Registrar
W	3/9/2022		Schedule is Active opens for Registration Summer I - 2022	Students, Enrollment Management, Financial Aid, AA,

F	4/15/2022	President reviews and announces Change of Rank decision (14.03C)	President/AA
F	4/15/2022	Tenure recommendations submitted to President (11.03.C.4)	AA/President
F	4/29/2022	DCE Student evaluations open for both Flex Start & Second Half	Online Learning/DCE Faculty
Su	5/1/2022	Notify applicant of sabbatical decision for Fall 2022 semester (9.01.8f)	College to applicant
Su	5/1/2022	President notifies Deans Tenure recommendations (11.03.C5)	President/Dean
M	5/2/2022	Joint Board of Trustees meeting	Academic VP/President/Board of Trustees
Sa	5/7/2022	Email notification to Faculty for final grades - 2nd half & full term-Spring 2022	Registrar/Faculty
F	5/13/2022	DCE Student evaluations close for both Flex Start & Second Half	
F	5/13/2022	Documentation in support of college service (E5) responsibilities - Spring 2022 (13.02B4b)	Appropriate Supervisor
W	5/18/2022	Faculty member submits log of student advisement to the President or President's designee. (13.02.4b)	Faculty/Academic VP
M	5/16/2022	Faculty member shall submit a list of College service activities to be performed during the semester to the President or President's designee. (13.02.4b)	Faculty/Academic VP
W	5/18/2022	Final Grades Deadline (ALL) Spring 2022	Faculty/Registrar
Sat	5/21/2022	Commencement	AA
T	5/24/2022	Summer Cancellations	Dean/Registrar
M	5/30/2022	Submit a list of faculty in evaluative year for Spring 2022 (13.03.a)	AA
M	5/30/2022	Submit documentation relating to performance of a professional staff member (log of student advisement and college services activities) for evaluation purposes (13.03B3.a)	Professional staff member to President of the College
Tu	5/31/2022	Last Day to Add a Course Summer I - 2022	Dean/Registrar
M	5/31/2022	Summer Hours PAF Processing Deadline	Academic areas/Payroll
Tu	5/31/2022	Summer I and III 2022 (six weeks) starts	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
W	6/1/2022	Request recommendations for appointment to the Sabbatical Leave Committee from the Deans, Dept. Chairs & Coordinators for Spring (9.0118a)	Dean/Dept.Chair/Sabbatical Leave Committee
M	6/6/2022	Board of Trustees annual meeting	Board of Trustees
M	6/6/2022	Last Day to Drop a Course Summer I and II - 2022	Registrar
Tu- Th	6/7/2022	6/16/2022	Email to Faculty Enrollment Verification Summer I- 2022
M	6/13/2022		Last Day to Drop a Course Summer III- 2022

Tu - Th 6/14/2022 6/23/2022