OPERATIONAL GUIDELINES PUBLICATION CALENDAR

March-April, 2027	Office of the Vice Chancellor for Academic Affairs sends out email requests for faculty and staff to submit committee membership references for *2027-2028* academic year.
June 1, 2027	Deadline for all calendar information to be sent to Policy Office as it should appear in the *2027-2028 Operational Guidelines.*
June 15, 2027	Office of the Vice Chancellor for Academic Affairs submits committee and council assignment list to Policy Office for inclusion in the *2027-2028 Operational Guidelines.*
Prior to Fall Convocation Week	Policy Office prepares publication for Vice Chancellor for Academic Affairs' final approval and subsequent electronic publication.
Fall Convocation Week	Policy Office electronically notifies faculty and staff members regarding *Operational Guidelines'* availability on College's web site.
Through Academic Year	Policy Office works with Committee Chairs regarding any membership requests or changes throughout the academic year, and with responsible departments regarding any updates in calendars or other sections of the *Operational Guidelines* throughout the academic year.