

Operational Guidelines Publication Calendar 2019-2020

OPERATIONAL GUIDELINES PUBLICATION CALENDAR

- March-April, 2020** Office of the Vice Chancellor for Academic Affairs sends out email requests for faculty and staff to submit committee membership preferences for *2020-2021* academic year.
- June 1, 2020** Deadline for all calendar information to be sent to Policy Office as it should appear in the *2020-2021 Operational Guidelines*.
- June 15, 2020** Office of the Vice Chancellor for Academic Affairs submits committee and Council assignment list to Policy Office for inclusion in the *2020-2021 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.