

## ***Operational Guidelines Publication Calendar 2024-2025***

### **OPERATIONAL GUIDELINES PUBLICATION CALENDAR**

- March-April, 2025** Office of the Vice Chancellor for Academic Affairs sends out email requests for faculty and staff to submit committee membership references for *2025-2026* academic year.
- June 1, 2025** Deadline for all calendar information to be sent to Policy Office as it should appear in the *2025-2026 Operational Guidelines*.
- June 15, 2025** Office of the Vice Chancellor for Academic Affairs submits committee and Council assignment list to Policy Office for inclusion in the *2025-2026 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.