OPERATIONAL GUIDELINES PUBLICATION CALENDAR

March-April, 2022   Office of the Vice Chancellor for Academic and Student Affairs sends out email requests for faculty and staff to submit committee membership references for *2022-2023* academic year.

June 1, 2022   Deadline for all calendar information to be sent to Policy Office as it should appear in the *2022-2023 Operational Guidelines.*

June 15, 2022   Office of the Vice Chancellor for Academic and Student Affairs submits committee and Council assignment list to Policy Office for inclusion in the *2022-2023 Operational Guidelines.*

Prior to Fall Convocation Week   Policy Office prepares publication for Vice Chancellor for Academic and Student 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.