



COMMUNITY COLLEGE
OF RHODE ISLAND

Vice President for Academic Affairs

Spring 2017 (Academic/Administrative Calendar: Key dates have been noted to assist faculty and staff in anticipating deadlines. Please note that while most of the dates are firm, some dates may need to be adjusted, in which case faculty and staff will be notified).

Faculty Items

Chair Items

Dean Items

VPAA Items

Event Date	Event Details
Oct. 17	Early Advising begins
Nov. 14	Spring registration begins for continuing and new degree students
Dec. 5	Spring registration begins for continuing and new non-degree students
Dec. 13	Chairs submit spring teaching schedule and workload summary to Deans
Jan. 3	<ul style="list-style-type: none"> Chairs submit teaching overload exception requests to Deans Chairs submit release time/stipend requests to Deans Chairs submit request for exemption from minimum class load to Deans Chairs submit fall teaching schedule and workload summary to Deans
	Deans submit spring teaching schedule and workload summary to VPAA
	Late Registration
	Deans submit overload exception/stipend/release time/ minimum load exception to vice president's office
Jan. 10	Deans submit overload exception/stipend/release time/ minimum load exception to vice president's office
Jan. 17-18	Cancellation of classes with insufficient enrollment (students notified via MYCCRI email).
Jan 18	Chairs submit payroll to Deans
Jan 19	Waiver registration day for senior citizens and unemployed RI residents
Jan. 23	Classes begin (all locations)
Jan. 23-Feb. 5	Add/drop period for enrolled students
Jan. 26	<ul style="list-style-type: none"> Chairs submit completed promotion documentation for faculty (fall hire) to Deans Chairs submit completed tenure documentation for faculty (fall hire) to Deans
	Faculty to report verification of enrollment
Feb. 1	<ul style="list-style-type: none"> Chair schedules/meets with individual departmental faculty to review Chair summary of faculty evaluation to be completed by March 1st Chairs submit faculty sabbatical and graduate leave requests to board and president
	Faculty submit office hours to Chair
Feb. 2	Deans notify Chairs of performance evaluation process; distributes self-evaluation form to Chairs, and notifies departmental faculty of Chair evaluation
Feb. 5	No refund of tuition or fees after this date at all locations
	Chairs submit Independent Study forms to the Dean
Feb. 6	<ul style="list-style-type: none"> Deans submit promotion recommendations for faculty (fall hire) to VPAA Deans submit tenure recommendations for faculty (fall hire) to VPAA Faculty (spring hire) seeking promotion submit packet to department Chair
	President makes decisions related to faculty sabbatical and graduate leave requests
	Chairs to submit summaries of 3 year faculty evaluations
Feb. 23	Chairs to submit summaries of 3 year faculty evaluations
Mar. 1	Online evaluation procedure (faculty evaluation of administration and department Chairs, department Chair evaluation of administration) becomes available
Mar. 6	VPAA Council reviews Faculty (fall hire) tenure documentation
	VPAA Council reviews Faculty (fall hire) promotion recommendations

Mar. 8	Midterm grades due by faculty no later than noon
Mar. 9	Deans to remind Chairs that initial request due date of April 10 for faculty (Spring Hire) for promotion
Mar. 10	Chairs to submit self-evaluation materials to Deans
Mar. 13-19	Spring Recess
TBA	Professional Development Day (no day classes 8am-3pm)
Mar. 24	Course evaluations conducted between 10th and 13th weeks of semester
Mar. 29	<ul style="list-style-type: none"> • VPAA submits tenure application packets for faculty (fall hire) to president • VPAA submits promotion application packets for faculty (fall hire) to president • Deans submit 3 year faculty evaluations to VPAA
Mar. 31	Online evaluation (faculty evaluation of administration and department Chairs, department Chair evaluation of administration) system closes
Apr. 6	Last day students may withdraw from classes to receive a grade of "W"
Apr. 7	Deans meet with Chairs to review Chairperson evaluation results
Apr. 10	Faculty (spring hire) requesting promotion submits letter/email to Chair/Dean Fall registration begins
Apr. 15-16	Easter Recess (no weekend classes)
Apr. 21	Deans notify Chairs of the names of faculty (spring hire) eligible for tenure and provides link to forms
Apr. 25	VPAA forwards three-year faculty evaluation portfolios to president
May 5	Last day of daytime classes
May 8	Reading day
May 8-14	Last week of evening and weekend classes
May 8-17	Final grading now available (faculty submit grades within 48 hours following final exams)
May 9-12	Final exams for day classes (faculty submit grades within 48 hours following final exams)
May 15	Promotion announcement for fall hires
May 17	Final grades due by faculty no later than noon
May 18	Faculty submit interest in serving as portfolio advisor to Chair
May 19	Commencement