



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
TIMELINE IN CONTRACT BY FISCAL YEAR DEADLINE  
JULY 1<sup>st</sup> – JUNE 30**



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**NOTE:** This is not intended to be a complete list of contract deadlines, and does not replace a thorough review of contract language. Please refer to the contract for more details.

**JULY:**

1: Sick Leave entitlement for Academic Year to Contract/Regular/Temp Faculty is recorded [11A.2a.];

1: CIOs advise VC of Bus and FA of sabb replacements [12-1A.2d.];

1: VC of Bus gives financial statements of Sabb Lv Fund to FA and Sabb Lv Committee [12-1A.2d.];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: FA notifies D of dues, other assessments/deductions, or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

By 3<sup>rd</sup> week: Involuntary Faculty transfers require 20 prior day notice before new Sem if no new prep is required [13A.3a.(3)];

By 3<sup>rd</sup> week: 1 month prior to beginning of Sem, unit member notifies HR of reasonable accommodation need [9M.1].

**AUGUST:**

By first day of classes office hours must be submitted to appropriate Administrator and posted outside each unit member's office.

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G.];

End of 1<sup>st</sup> week of Fall classes: Syllabus, includes on-line courses, for each class taught submit to Appropriate Administrator (for short-term classes at the end of 2<sup>nd</sup> class meeting) [9B and 18J.5];

End of 2<sup>nd</sup> week of Sem: VP of Academic Services shall identify list of on-line unit members to be evaluated and the evaluators – to appropriate Administrator(s) and FA [see 21C.1g(2) for pay and on-line course evaluation/training];

By 3<sup>rd</sup> week of Academic Year: Schedule of Tenured Faculty to be evaluated submitted by appropriate Administrators to CIO or CSSO [15E].

Sabbatical Leave Summary Report due first day of return to service.

**SEPTEMBER:**

FYI: No later than 30 days after Census, pay or load shall be adjusted for large enrollment lecture classes [10E.3];

FYI: By the end of 5<sup>th</sup> week of the Acad Year, each Administrator shall submit to VP schedule for conducting PT Faculty training [18I.8];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

10: Deadline for Calendar Committee to begin its work [8B];

15: By 5 p.m., Sabbatical Leave of Absence Applications are due to respective VPs along with Request to Use Workload Banked form, if applicable [12-1A.7, 12-1A.4g. and 12-1B];

15: Provisional lottery number draw will occur no later than 15<sup>th</sup> of month;

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

15: Unit member submits written request to VP Acad Svcs to use workload banked load to increase salary on sabb lv [12-1A.4g.];

15: Deadline to request in writing to immediate supervisor and appropriate VP Workload Bank leave for following Spring Sem [12-2A.1d.].

**OCTOBER:**

By early October: Initial meeting of Level One Tenure Review Committee should occur [14F.5a, 14G.6a, 14H.5a, and 14I.5a];

1: Application for Spring Sem retraining leave reviewed by the appropriate Administrator and appropriate VP and filed with College President [28A.4];

1: Calendar Committee completes its deliberations (deadline can be extended by mutual agreement [8B.]);

1: Deadline to submit in writing request to appropriate VP for cancellation or one-year extension of Workload Bank Leave for Spring Sem [12-2A.2];

1: Availability of Alternate Duty Assignments for 4 CAHs or more is announced to unit members [10C.3b.];

31: Progress Report from Sabbatical Leave Recipient due to Sabbatical Committee Mentor.

1: Level One Tenure Review Committee FA observer assigned for Fall Sem hires [14E.1a];

1: Professional review deadline for Contract Faculty (Fall Sem hires) to supervisor [14F.1, 14G.1, 14H.1, and 14I.1];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: On or before October 15, a draft Seniority List for the following Academic Year will be posted for Faculty review. PT unit members shall have 2 weeks from posting to contest their placement on the list in writing to their appropriate Administrator [18B.1a.2.];

15: Notification for approval or disapproval of Workload Banked Leave for the following Spring Sem [12-2A.1d];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

31: Deadline to apply for available Alternate Duty Assignments 4 or more CAHs [10C.3.b].

## **NOVEMBER**

*(See section below for Contract proposal/response timeline beginning in Nov of fiscal year in which Contract expires):*

1: Deadline to apply for pre-retirement reduction in annual workload (Full-time Faculty only) for the following Academic Year [19A.3a];

By 1<sup>st</sup> week: involuntary Faculty transfers require 75 calendar days prior notice if a new prep is required [13A.3a.(3)];

By end of 1<sup>st</sup> week: appropriate Administrator will produce master Counseling Faculty schedule for Spring term [10D.4d]; Counselors provide input 10 work days prior [10D.4d];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

10: The final Seniority List will be posted on or before November 10 – two work weeks from posting to contest in writing to the appropriate Administrator [18B.1a.2.];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G].

## **DECEMBER:**

By the end of Fall Sem: Final meeting of Level One Tenure Review Committee should take place [14F.5d, 14G.6d, 14H.5d, 14I.5d];

End of Academic Term: Student Evaluations returned to PT Faculty by appropriate Administrator [18I.4];

By the end of Fall Sem: Tenured Peer Review report submitted to unit member [15D.3];

1: Appropriate Administrator report forwarded to Level One Tenure Review Committee [14F.3, 14G.4, 14H.3, 14I.3];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

By 1<sup>st</sup> week: PT assignment preference and availability forms emailed by appropriate Administrator [18B.1.f];

By end of 1<sup>st</sup> week: Regular/Contract Faculty shall request overload assignments for following Academic Year [10D.10b.];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

16: Level One Tenure Review Report due to appropriate VP [14F.6, 14G.7, 14H.6, 14I.6];

By 3<sup>rd</sup> week: Involuntary Faculty transfers require 20 calendar prior notice if no new prep is required [13A.3a.(3)];

By 3<sup>rd</sup> week: 1 month prior to beginning of Sem, unit member notifies HR of reasonable accommodation need (or as soon as need is known [9M.1]);

By end of December, VPs of OAS are to send letters to Spring Sem Sabbatical Leave of Absence returnees reminding that Sabbatical Leave of Absence Report due 60 days after the start of return to active service.

## **JANUARY:**

By first day of classes office hours must be submitted to appropriate Administrator and posted outside each unit member's office;

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

By Jan 5: Deadline for PT assignment preference and availability forms to be returned via email to appropriate Administrator [18B.1f];

On or before the 1<sup>st</sup> BOT meeting: Chancellor presents Sabbatical Leave of Absence applications to BOT [12-1A.7];

15: VC of Bus gives financial statements of Sabb Lv Fund to FA and Sabb Leave Committee [12-1A.2d.];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

End of first week of Spring classes: Syllabus (includes on-line courses) for each class taught submit to appropriate Administrator (for short-term classes at the end of 2<sup>nd</sup> class meeting) [9B and 18J.5];

By 2<sup>nd</sup> week of Spring Sem: Level Two Tenure Review Committee submits its report and recommendation(s) to college president [14J.3b];

By 2<sup>nd</sup> week of Spring Sem: VP of Acad Services shall identify list of on-line unit members to be evaluated and evaluators – list to appropriate Administrators and FA [21C.1g.(2)];

Sabbatical Leave Summary Report due first day of return to service.

## **FEBRUARY:**

FYI: No later than 30 days after Census, pay or load shall be adjusted for large enrollment lecture classes [re 10E.3];

1: Notice to FA by District of any reduction in force [31B];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: Provision Lottery number draw will occur no later than 15<sup>th</sup> of month;

15: Application deadline for new or additional FSAs submitted to appropriate VP [22D.5];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

15: President's Committee submits recommendations to Chancellor (constituted if Level One and Level Two Tenure Review Committees disagree)[14K.2b];

End of the month: Every effort to notify Contract and Regular Faculty of their assignment for the following year [9A.2].

## **MARCH:**

1: No later than this date, Applicants for Sabbatical Leave of Absence shall be notified by VP of OAS of Board Action [Art 12-1A.7 and 12-1B];

1: Level One Tenure Review Committee – FA observer assigned for Spring Sem for mid-year hires [14E.1a];

1: Professional review deadline for Contract Faculty (Mid-Year Hires) to supervisor for 1<sup>st</sup> year and October Deadline thereafter [14F.1, 14G.1, 14H.1, and 14I.1];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

By second week of March, VPs of OAS send letters of Sabbatical Leave of Absence Letters of Intent to all Regular Faculty [2.1.a.3, 12.1a.6, and 12.1b];

15: OAS or OSS verify and issue its decision of FSA eligibility [22D.6];

15: Denial of FSA forwarded in writing to unit member along with deadline to file appeal to D Equivalency Committee [22D.9] (14 days after notification of denial of FSA to appeal to D Equivalency Committee);

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

15: Deadline to request in writing to immediate supervisor Workload Bank leave for the following Fall Sem [12-2A.1d.] to immediate supervisor and appropriate VP;

15: Chancellor through action of BOT must notify Contract Faculty of decision of contract renewal, dismissal or tenure [14L.4].

31: Progress Report from Sabbatical Leave Recipient due to Sabbatical Committee Mentor.

## **APRIL:**

1: By 5 p.m., Sabbatical Leave of Absence Letters of Intent due at each college's OAS [12-1A.6 and 12-1B];

1: Human Resources shall mail Sabbatical Leave of Absence Contract to Faculty;

1: Application for Fall Sem retraining leave reviewed by appropriate Administrator(s) filed with College President [28A.4];

1: Letter of Intent for Sabbatical Leave: Unit member must submit to OAS the Academic Year preceding the Academic Year for which the sabbatical leave will apply [12-1A.6];

1: Deadline to submit in writing request to appropriate VP for cancellation or one-year extension of Workload Bank leave for Fall Sem [12-2A.2];

By End of 1st week: appropriate Administrator to produce master Counseling Faculty schedule for counselors for summer/fall terms (Counselors provide input 10 work days prior) [10D.4d.];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: VPs of OAS at each college, confirm receipt of Sabbatical Leave of Absence Letters of Intent;

15: Notification for approval or disapproval of Workload Banked Leave for the following Fall Sem [12-2A.1d];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

30: No later than this date, Human Resources will verify with Sabbatical Leave Chair receipt of Board-approved contracts.

### **MAY:**

End of Academic Term: Student Evaluations returned to Part-time Faculty by appropriate Administrator [18I.4];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G];

By end of Sem: Level One Tenure Review Committee – Contract Faculty can request either at the end of 1<sup>st</sup> Sem or 2<sup>nd</sup> Sem one change of one member (excludes Administrator) [14E.1e].

### **JUNE:**

End of first week of Summer classes: Syllabus (includes on-line courses) for each class taught submit to appropriate Administrator (for short-term classes at the end of 2<sup>nd</sup> class meeting) [9B and 18J.5];

By 2nd week: involuntary faculty transfers require 75 calendar days prior notice if a new prep is required [13A.3a.(3)];

1: For every 6 hour block of Flex Time Obligation not fully accounted for, 1 sick day shall be deducted [29D];

By 5<sup>th</sup> workday following payday: D pays dues, fair share deductions, etc. to FA [2B.1];

15: FA notifies D of dues or other assessments/deductions or obligations. Note: if more than a few members are affected, FA shall notify D by 1<sup>st</sup> of each month [2B.1 and 2G].

By end of June, VPs of OAS are to send letters to Fall Sem Sabbatical Leave of Absence returnees reminding that Sabbatical Leave of Absence Report due 60 days after the start of return to active service.

## **GLOSSARY**

*Acad = Academic*  
*BOT = Board of Trustees*  
*C = Contract*  
*CAH – Calculated A Hour*  
*D = District*  
*FA = Faculty Association*  
*FT = Full-time*

*HR = Human Resources*  
*LOA = Leave of Absence*  
*Lv = Leave*  
*OAS = Office of Academic Services*  
*OSS = Office of Student Services*

*Pref = Preference*  
*Pres = President*  
*PT = Part-time*  
*Sabb = Sabbatical;*  
*Sem = Semester*  
*VC = Vice Chancellor*  
*VP = Vice President*