

2023-2024



**TIDEWATER
COMMUNITY COLLEGE**

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**WORKING
CALENDAR**

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

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CLASS SCHEDULE DEVELOPMENT

September 1, 2023	Summer 2023 Session class schedule rolled over as a first step in the development of the Summer 2024 Session class schedule.
October 7, 2023	Academic deans upload newly developed Spring 2024 Semester class schedule into SIS.
October 15, 2023	Spring 2024 Semester class schedule is active on TCC website.
October 23, 2023	Priority Registration begins for Spring 2024 Semester.
October 30, 2023	Regular Registration begins for Spring 2024 Semester.
January 8, 2024	Fall 2023 Semester class schedule rolled over as a first step in the development of the Fall 2024 Semester class schedule.
February 26, 2024	Academic deans upload newly developed Summer 2024 Session and Fall 2024 Semester class schedules into SIS.
March 4, 2024	Summer 2024 Session and Fall 2024 Semester class schedules are active on TCC website.
March 11, 2024	Priority Registration begins for Summer 2024 Session and Fall 2024 Semester.
March 18, 2024	Regular Registration begins for Summer 2024 Session and Fall 2024 Semester.
June 1, 2024	Spring 2024 Semester class schedule rolled over as a first step in the development of the Spring 2025 Semester class schedule.

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EQUIPMENT TRUST FUND (ETF)

July 2023	Notification of FY 2024 ETF process to begin sent by TCC Material Management to the Vice President for Academic Affairs
August 2023	Academic Deans submit ETF requests to the Special Assistant to the Vice President for Academic Affairs
August 2023	Approved and prioritized list of academic program ETF items submitted to TCC Material Management
September 2023	TCC Material Management sends TCC Proposed ETF List to the VCCS for SCHEV Approval
October 2023	Final requisitions for reimbursement of FY 2023 ETF funds due to SCHEV
January 2024	Notice sent from VCCS to TCC Material Management of Approved TCC ETF List
February 15, 2024	All ETF orders submitted into eVA for processing
March to May 2024	Wish lists developed by academic deans for FY 2024 ETF consideration
May to July 2024	ETF orders for FY 2024 received and paid

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FACULTY PROMOTIONS and MULTI-YEAR APPOINTMENTS

The following timeline is based on TCC *Policy 3108 Faculty Promotion* and provides full-time teaching and professional faculty appropriate deadlines to submit appropriate documents for multi-year appointments and/or promotions.

- August 1, 2023** Human Resources Office emails a list of full-time teaching faculty and professional faculty eligible for multi-year appointment, broken down by appointment period, pathway, campus, and category to the Vice President for Academic Affairs/CAO.
- Human Resources Office emails individual multi-year appointment forms with personnel information listed for each eligible teaching and professional faculty member to the Vice President for Academic Affairs/CAO.
- August 29** The CAO emails individual multi-year appointment forms to the Pathway/Discipline Deans for distribution to appropriate faculty.
- September 15** Eligible full-time faculty initiates the promotion request, submitting it and any required supporting documentation to the supervisor. (The criteria for promotions are found in the VCCS-29 document.)
- October 1** The appropriate documentation (VCCS-10 form) for the promotion request is reviewed by the supervisor who submits it to their respective President's Cabinet member.
- October 20** The President's Cabinet member sends the VCCS-10 form(s) to the Associate Vice President for Human Resources (AVP-HR) to verify that the data on the new VCCS-10 form is correct, e.g., total teaching experience, experience in previous rank.
- November 8** Copies of promotion documentation due to the Credentialing Specialist in the Office of Academic Affairs.
- November 15** The AVP-HR sends verified VCCS-10 form(s) and promotion requests to the Chief Academic Officer (CAO) via their appropriate President's Cabinet member.
- November 15** The CAO convenes the Faculty Promotions Committee and provides a charge to the Faculty Promotions Committee.

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- November 16** Senior faculty members who are currently on a one-year appointment and are re-applying for a Multi-year Appointment but received a “Does Not Meet Expectations” rating submit their materials to the Faculty Promotions Committee.
- December 1** The Faculty Promotions Committee meets as necessary to review materials from any senior faculty member who currently are on a one-year appointment and are reapplying for a Multi-year Appointment but received a “Does Not Meet Expectations” rating. The Faculty Promotions Committee makes a recommendation to the CAO for these faculty no later than December 15th.
- December 1** The CAO submits the promotion requests to the Faculty Promotions Committee for review and recommendations.
- January 11, 2024** Eligible teaching and professional faculty submit completed Multi-year Appointment forms to their supervisor.
- January 18** Supervisors submit completed Multi-year Appointment forms to the appropriate President’s Cabinet member for review.
- January 25** The President’s Cabinet member submits completed Multi-year Appointment forms to the Faculty Promotions Committee via the CAO.
- March 1** The Faculty Promotions Committee completes its review of Multi-year Appointment applications and promotion requests and the Faculty Promotions Committee chair forwards the recommendations to the CAO.
- March 5** The CAO submits the Faculty Promotions Committee’s recommendations for multi-year appointments and promotions to the President and the AVP-HR.
- March 15** The AVP-HR prepares multi-year appointment proposals and promotion requests for the President’s signature.
- March 31** The AVP-HR submits Certification Statement to the System Office verifying VCCS Policy 3.4 Faculty Appointment has been followed.

Note: Promotions and multi-year appointments are effective on July 1, 2024, for professional faculty and 12-month teaching faculty and on August 16, 2024, for 9-month teaching faculty. Promotions for administrative faculty are effective on July 1, 2024, since they are on one-year appointments and are not eligible for multi-year appointments.

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FACULTY STAFFING PLAN

October 1, 2023	Office of Human Resources provides the Vice President for Academic Affairs a current data file of all full-time teaching faculty employed at TCC.
October 15, 2023	Vice President for Academic Affairs develops list of all current and anticipated full-time teaching faculty openings since the last approved version of the previous year's Faculty Staffing Plan.
November 1, 2023	Institutional Effectiveness provides to the Office of the Vice President reports on FT/PT teaching ratios for previous Spring semester and projected ratios for current Fall semester.
November 1, 2023	Chief Financial Officer provides to the Vice President for Academic Affairs the total full-time teaching faculty salary budget cap for the upcoming budget year.
November 15, 2023	Academic Deans submit written requests for full-time teaching faculty positions to fill to Office of the Vice President for Academic Affairs.
December 1, 2023	2024-25 Faculty Staffing Plan presented to President's Cabinet for approval.
January 15, 2024	Position descriptions finalized for all approved positions in the Faculty Staffing Plan.
February 1, 2024	Full time teaching positions advertised in applicable publications, websites, and in Shared Services.
March 15, 2024	All full-time teaching positions approved in Faculty Staffing Plan closed and screening process begins.
May 15, 2024	Full-time faculty searches completed for Fall 2024 contract start.

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FULL-TIME TEACHING FACULTY EVALUATION PROCESS

January 3, 2023	Student evaluations of instruction from Fall 2022 Semester made available to the faculty and dean/director to develop appropriate action plans with the faculty as needed.
January 17, 2023	(1) Non-reappointment notification deadline for multi-year faculty and any senior faculty on a <u>one-year</u> appointment as result of 2022 “Does Not Meet Expectations” summative evaluation rating. (2) Senior faculty members who received a one-year appointment for 2023-23 as result of 2022 summative evaluation process meet and finalize with the dean/director the objectives for APPDPs for <u>both</u> the Spring 2023 and the Fall 2023 semesters.
January 28, 2023	Student Course Evaluation Surveys for the 1 st 5-Week Spring session will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.
January 31, 2023	Dean and senior faculty members in a non-summative appointment for 2023 finalize the APPDP objectives for the 2023 calendar year.
February 1, 2023 – on	Student evaluations conducted in all classes.
February 17, 2023	Faculty and Deans receive Student Evaluation data for 1st 5-Week Spring session.
February 20, 2023	Course Evaluation Surveys for the 1 st 8-Week Spring session will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.
March 3, 2023	Course Evaluation Surveys for the 2nd 5-Week Spring session will deploy to students prior to Spring Break. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.
March 10, 2023	Faculty and Deans receive Student Evaluation data for 1 st 8-Week Spring session.
March 15, 2023	College notifies any second- or third-year faculty member on a one-year appointment who received a “Does Not Meet Expectations” summative evaluation rating based on 2022

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evaluation documentation by the dean of intent to not reappoint for the 2023-24 academic year.

April 1—30, 2023

Dean may conduct classroom observations for faculty members in a 2nd or 3rd one-year appointment, and appropriate senior faculty in a multi-year appointment who are scheduled for a summative evaluation in the Fall 2023 Semester (use documents in Appendices E1, E2, and/or E3 for these observations). If a classroom observation takes place at this time, then one is not scheduled for the Fall 2023 Semester for these faculty members.

April 5, 2023

Faculty and Deans receive Student Evaluation data for 2nd 5-Week Spring session.

April 21, 2023

Course Evaluation Surveys for the 3rd 5-Week, 2nd 8-Week, 12-Week, and 16-Week Spring sessions will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course session.

May 1—15, 2023

Dean meets with senior faculty on a one-year appointment to review and evaluate the APPDP objectives for the Spring 2023 Semester and to make any needed revisions to the APPDP objectives for the Fall 2023 Semester. The senior faculty is reminded by the dean/director that the Teaching Portfolio must be completed and submitted to the dean/director no later than October 15, 2023, and that a classroom observation must be completed by that date (unless one was completed in the Spring 2023 Semester or in the summer session if the faculty member taught in the summer).

- May 1—15:
Spring student evaluations reviewed with faculty after grades are submitted and appropriate action plans developed with faculty as needed.
- May 12:
Faculty and Deans receive Student Evaluation data for 3rd 5-Week, 2nd 8-Week, 12-week, and 16-Week Spring Terms.
- May 16—August 1:
Human Resources Office sends (via the Office of Academic Affairs) the deans a list of senior faculty members who will be in the last year of a multi-year appointment in 2023-24 in order to plan summative evaluation process for them during the Fall 2023 Semester. Senior faculty members in the last year of a multi-year appointment are reminded by the dean of appropriate deadlines for their summative evaluation in Fall 2023. This list also

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contains the faculty members in their 3rd one-year appointment who are eligible for their first multi-year appointment. Dean reminds these faculty members of the appropriate evaluation deadlines due in the Fall 2023 Semester.

- June 16:
Student Course Evaluation Surveys for the 1st 5-Week Summer Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- By June 29:
New probationary faculty from the 2022-23 academic year receive one-year contract for the 2023-24 academic year and begin their second one-year appointment in August 2023 and continue in the New Faculty Academy; all other eligible faculty members receive a contract for the next academic year with notification of appropriate appointment status.
- July 6:
Student Course Evaluation Surveys for the 1st 8-Week Summer Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- July 7:
Faculty and Deans receive Student Evaluation data for 1st 5-Week Summer Term.
- July 22:
Student Course Evaluation Surveys for the 2nd 8-Week and 10-Week Summer Terms will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- July 28:
Student Course Evaluation Surveys for the 2nd 5-Week Summer Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- July 28:
Faculty and Deans receive Student Evaluation data for 1st 8-Week Summer Term.
- August 11:
Faculty and Deans receive Student Evaluation data for 2nd 8-Week and 10-Week Summer Terms.
- August 16—September 1:
Student evaluations from summer session (if applicable) reviewed with faculty and appropriate action plans developed with faculty as needed.

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- August 16-17: College-wide Faculty Professional Development Days
- August 18:
Faculty and Deans receive Student Evaluation data for 2nd 5-Week
- August 21: Classes Begin
- September 4: Labor Day Holiday (college closed)
- October 1:
Student Course Evaluation Surveys for the 1st 8-Week Fall Term will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- October 1-31:
Dean conducts classroom observations for appropriate faculty (new probationary first year, 2nd and 3rd year of one-year appointment, and those senior faculty members eligible for a new multi-year appointment) using Appendices E1, E2, and/or E3 in the college's *Plan*. (This observation is not required for 2nd and 3rd one-year faculty members or those senior faculty members on a multi-year appointment if the dean conducted the classroom observation in the Spring 2023 Semester or the summer session.)
- October 1—January 31, 2024:
Deans conduct annual performance and professional development plan (APPDP) conferences with senior faculty members (except for those on a one-year appointment or eligible for a summative evaluation in the Fall 2023 Semester) to assess achievement of objectives of the faculty member's 2023 APPDP and establish 2024 APPDP objectives; and reminds senior faculty members of the expectations of them based on their appointment status.
- By October 15:
(1) Dean schedules and completes the classroom observation for any senior faculty on a one-year appointment.

(2) Senior faculty on a one-year appointment completes and submits to dean the Teaching Portfolio for 2023 demonstrating that the senior faculty member has met the criteria as listed in the Teaching Portfolio (based on requirements listed in Appendix C3 of the *Plan*); and submits the self-evaluation of the APPDP objectives for the Fall 2023 Semester.
- Between October 15 and November 1:

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Dean and senior faculty on a one-year appointment conduct the summative evaluation meeting and the dean/director informs the faculty member of the summative rating of either “Meets Expectations” or “Does Not Meet Expectations” and explains the consequences of the rating. The dean provides a copy of the summative evaluation rating form to the faculty member and forwards the signed summative rating form to the Human Resources Office.

- By October 19:
All senior faculty in the last year of a multi-year appointment submit appropriate documentation in the Teaching Portfolio (includes faculty member’s assessment of 2023 APPDP) to dean; schedules summative evaluation appointment with dean between November 1 and December 1; and provides dean with proposed 2024 APPDP objectives.
- October 20:
Faculty and Deans receive Student Evaluation data for 1st 7-Week Fall Term.
- By November 1:
Faculty members in the 3rd year of a one-year appointment submit Teaching Portfolio to the dean; schedule a summative evaluation meeting with dean; and submit objectives for the 2024 APPDP.
- November 1—December 1
 - (1) Deans meet with 2nd and 3rd one-year faculty members for summative evaluation for 2023 and review APPDP objectives for 2024.
 - (2) Dean conducts summative evaluation with eligible senior faculty members (except those on a one-year appointment—see above) and discusses the objectives for the 2024 APPDP.
- November 30:
Student Course Evaluation Surveys for the 2nd 7-Week, 12-Week, and 16-Week Fall Terms will deploy to students. Faculty will receive a notification at their primary email selected in Canvas. The Survey will close on the last day of the course term.
- November 23 – 24: Thanksgiving Holiday (no classes)
- By December 1:
Dean submits signed summative evaluation forms for all 2nd and 3rd year faculty members on a one-year appointment and eligible senior faculty members to HR office with copy to the faculty member.
- By December 15:

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Dean informs:

(1) Faculty members in the 2nd or 3rd year of a one-year appointment who receive a summative rating of “Does Not Meet Expectations” by the dean must be notified no later than March 15, 2024, of the college’s intent to non-reappoint the faculty member for the 2024-25 academic year.

(2) Those faculty members in the third year of a one-year appointment who receive a summative rating of “Meets Expectations” by the dean, that they must apply for their first multi-year appointment in early January 2024 (refer to college’s *Working Calendar* for actual date). This is done in cooperation with the faculty member following established college procedures as found in the college’s *Working Calendar*.

(3) Communicates to senior faculty members who receive a “Does Not Meet Expectations” summative evaluation rating no later than December 15 (necessary to allow for an appeal by the faculty prior to January 15, 2024).

(4) Communicates to senior faculty members who receive a “Meets Expectations” summative rating the deadline date for applying for the next multi-year appointment (refer to college’s *Working Calendar* for actual application date), following established college procedures as found in the college’s *Working Calendar*.

- December 8: Last day for instruction/exams
- December 21:
Deans receive student evaluation reports from 16-week, 2nd 7-week, 10-week, and 12-week classes.
- TBD: Fall Commencement Ceremony

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GOVERNANCE COMMITTEES

August 21, 2023	Each Governance Committee to schedule a session to orient new committee members.
September 13, 2023	All Governance Committees receive their charge, and the Committee Chairs report the charges to the President's Advisory and Planning Council (PAPC). If a Committee fails to receive a charge from their designated President's Cabinet member by this date, the PAPC Chair will report this to the President's Cabinet.
October 2, 2023	The PAPC Chair consolidates all committee charges and publishes them on the TCC website.
January 31, 2024	All Governance Committees submit brief mid-year updates to the PAPC and their designated President's Cabinet member. The PAPC Chair consolidates the reports and publishes them on the TCC website.
February 15, 2024	Governance information brochure sent to TCC_ALL.
March 15, 2024	Each Governance Committee Chair sends the PAPC Chair a list of membership openings.
March 15, 2024	The Chair of the PAPC sends out a TCC_ALL email to call on volunteers for all committee openings. This email should include a brief description of each committee's responsibilities and the Chairs' contact information.
March 15, 2024 (or ASAP thereafter)	All Governance Committees hold their elections for general membership per the election procedures.
April 15, 2024	Each Governance Committee Chair completes membership elections and submits a complete roster of members for the upcoming year to the PAPC.
May 1, 2024	Governance Committee Chairs send a list of new officers for the upcoming year to the PAPC. If a Committee fails to report new

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officers to the PAPC, the PAPC chair will contact the committee members, solicit volunteers for officers, and hold electronic elections if necessary.

May 1, 2024

Each Committee presents an annual report of activities, accomplishments, goals, and recommendations to the College President, the designated member of the President's Cabinet, and the PAPC Chair.

May 15, 2024

The PAPC meets to hold elections for the upcoming academic year.

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PROGRAM ADVISORY COMMITTEES (PACs)

Fall 2023	Program Heads schedule or hold Program Advisory Committee meeting.
January 2024	
Late March 2024	Academic Deans submit proposed PAC members to Office of the VP for Academic Affairs.
May 2024	Academic Year 2024 Committee members complete program evaluation.
May 2024	TCC Board approves proposed new Program Advisory Committee members for academic year 2024-25.
Late May 2024	Program Heads post approved PAC members on website(s).

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STUDENT EVALUATION OF INSTRUCTION

Summer 2023

First 5 Week Session

- June 9 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- June 12 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- June 13 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- June 27 Students receive a final reminder notification in advance of the closure of the evaluation project on June 28.
- July 7 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

First 7 Week Session

- June 16 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- June 19 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- June 20 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification
- July 11 Students receive a final reminder notification in advance of the closure of the evaluation project on July 12.
- July 19 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

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Late 5 Week Session

- July 21 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- July 24 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- July 25 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- August 7 Students receive a final reminder notification in advance of the closure of the evaluation project on August 8.
- August 18 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 7 Week Session

- June 29 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- July 5 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- July 6 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- July 24 Students receive a final reminder notification in advance of the closure of the evaluation project on July 25.
- August 4 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

10 Week Session

- June 26 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

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Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

July 5 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

July 6 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

August 1 Students receive a final reminder notification in advance of the closure of the evaluation project on August 2.

August 11 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Fall 2023

Early 5 Week Session

September 6 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

September 11 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

September 12 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

September 24 Students receive a final reminder notification in advance of the closure of the evaluation project on September 25.

October 6 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 7 Week Session

September 13 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

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- September 17 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- September 18 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- October 6 Students receive a final reminder notification in advance of the closure of the evaluation project on October 9.
- October 20 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 10 Week Session

- September 27 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- October 2 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- October 3 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- October 29 Students receive a final reminder notification in advance of the closure of the evaluation project on October 30.
- November 10 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 5 Week Session

- November 24 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- November 27 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- November 28 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

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December 14 Students receive a final reminder notification in advance of the closure of the evaluation project on December 15.

December 20 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 7 Week Session

November 14 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

November 20 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

November 21 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

December 7 Students receive a final reminder notification in advance of the closure of the evaluation project on December 8.

December 15 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 10 Week Session

November 7 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

November 13 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

November 14 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

December 14 Students receive a final reminder notification in advance of the closure of the evaluation project on December 15.

December 20 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

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3 Week Mini-mester Session

November 29 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

November 30 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

December 1 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

December 14 Students receive a final reminder notification in advance of the closure of the evaluation project on December 15.

December 20 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

15 Week Session

November 10 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

November 20 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

November 21 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

December 7 Students receive a final reminder notification in advance of the closure of the evaluation project on December 8.

December 15 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

Spring 2024

Early 5 Week Session

- January 24 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- January 29 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- January 30 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- February 9 Students receive a final reminder notification in advance of the closure of the evaluation project on February 12.
- February 23 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 7 Week Session

- January 31 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- February 5 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- February 6 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- February 23 Students receive a final reminder notification in advance of the closure of the evaluation project on February 26.
- March 8 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 10 Week Session

- February 21 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

February 26 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

February 27 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

March 22 Students receive a final reminder notification in advance of the closure of the evaluation project on March 25.

April 5 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 5 Week Session

April 16 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

April 17 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

April 18 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

May 2 Students receive a final reminder notification in advance of the closure of the evaluation project on May 3.

May 10 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 7 Week Session

April 2 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.

Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

- April 8 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- April 9 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- April 25 Students receive a final reminder notification in advance of the closure of the evaluation project on April 26.
- May 3 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 10 Week Session

- March 26 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- April 1 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- April 2 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- May 2 Students receive a final reminder notification in advance of the closure of the evaluation project on May 3.
- May 10 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

15 Week Session

- February 28 Enrollment Data extracted from SIS and imported into EvaluationKit online evaluation system.
- Faculty Pre-Notification Message, Survey Launch Email, and Reminders are scheduled and prepared for deployment. Reminders are scheduled to launch at the mid-point of the project and are distributed to non-respondents every 3 days until the survey closes.
- March 25 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- March 26 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

- April 26 Students receive a final reminder notification in advance of the closure of the evaluation project on April 29.
- May 10 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

TEACHING FACULTY OVERLOAD

Summer 2023 session

July 10, 2023 Faculty overload forms for Summer 2023 due to the Office of the Vice President for Academic Affairs.

Fall 2023 semester and Spring 2024 semester

March 4, 2024 Faculty overload forms for Fall 2023 and Spring 2024 due to the Office of the Vice President for Academic Affairs.

Summer 2024 session

July 8, 2024 Faculty overload forms for Summer 2024 due to the Office of the Vice President for Academic Affairs.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

TEACHING FACULTY REASSIGNED TIME

Academic Year 2023-24

May 1, 2023 Reassigned time allocations for Academic Year 2023-24 sent to academic deans from the Office of the Vice President for Academic Affairs.

May 8, 2023 Reassigned Time request forms for Academic Year 2023-24 (Summer 2023, Fall 2023, Spring 2024) due to the Office of the Vice President for Academic Affairs.

Academic Year 2024-25

May 6, 2024 Reassigned time allocations for Academic Year 2024-25 sent to academic deans from the Office of the Vice President for Academic Affairs.

May 13, 2024 Reassigned Time request forms for Academic Year 2024-25 (Summer 2024, Fall 2024, Spring 2025) due to the Office of the Vice President for Academic Affairs.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2023 - 2024**

TEXTBOOK/COURSE MATERIALS ADOPTION

March 15, 2023	Summer 2023 credit course textbooks and course materials adoptions due to Barnes & Noble.
April 15, 2023	Fall 2023 credit course textbooks and course materials adoptions due to Barnes & Noble.
October 15, 2023	Spring 2024 credit course textbooks and course materials adoptions due to Barnes & Noble.

TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR 2023 - 2024

ACADEMIC CALENDAR

SUMMER 2023

SUMMER 2023	10 Week	Early 7 Week	Late 7 Week	Early 5 Week	Late 5 Week
Priority Registration for Returning Students*	Monday, March 13, 2023				
Open Registration (New and Returning Students)*	Monday, March 20, 2023				
Tuition Due	Monday, May 8, 2023				
First Day of Classes	Monday, May 22, 2023	Monday, May 22, 2023	Monday, June 5, 2023	Monday, May 22, 2023	Wednesday, July 5, 2023
Last Day to Add Classes	Thursday, May 25, 2023	Wednesday, May 24, 2023	Wednesday, June 7, 2023	Wednesday, May 24, 2023	Friday, July 7, 2023
Memorial Day (College Closed, No Classes)	Monday, May 29, 2023	Monday, May 29, 2023	--Non-Applicable--	Monday, May 29, 2023	--Non-Applicable--
Last Day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Thursday, June 1, 2023	Tuesday, May 30, 2023	Monday, June 12, 2023	Tuesday, May 30, 2023	Monday, July 10, 2023
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Monday, July 3, 2023	Wednesday, June 21, 2023	Wednesday, July 5, 2023	Monday, June 12, 2023	Tuesday, July 25, 2023
Juneteenth (College Closed, No Classes)	Monday, June 19, 2023	Monday, June 19, 2023	Monday, June 19, 2023	Monday, June 19, 2023	--Non-Applicable--
Independence Day (College Closed, No Classes)	Tuesday, July 4, 2023	Tuesday, July 4, 2023	Tuesday, July 4, 2023	--Non-Applicable--	--Non-Applicable--
Last Day of Classes (Including Examinations)	Wednesday, August 2, 2023	Wednesday, July 12, 2023	Tuesday, July 25, 2023	Wednesday, June 28, 2023	Tuesday, August 8, 2023

FALL 2023

FALL 2023	15 Week	Early 10 Week	Late 10 Week	Early 7 Week	Late 7 Week
Priority Registration for Returning Students*	Monday, March 13, 2023				
Open Registration (New and Returning Students)*	Monday, March 20, 2023				
Tuition Due	Monday, July 31, 2023				
First Day of Classes	Monday, August 21, 2023	Monday, August 21, 2023	Monday, October 2, 2023	Monday, August 21, 2023	Monday, October 16, 2023
Last Day to Add Classes	Monday, August 28, 2023	Thursday, August 24, 2023	Thursday, October 5, 2023	Wednesday, August 23, 2023	Wednesday, October 18, 2023
Labor Day (College Closed, No Classes)	Monday, September 4, 2023	Monday, September 4, 2023	--Non-Applicable--	Monday, September 4, 2023	--Non-Applicable--
Last Day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Tuesday, September 5, 2023	Thursday, August 31, 2023	Thursday, October 12, 2023	Monday, August 28, 2023	Monday, October 23, 2023
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Monday, October 23, 2023	Monday, October 2, 2023	Monday, November 13, 2023	Tuesday, September 19, 2023	Monday, November 13, 2023
Election Day (College Open, No Classes)	Tuesday, November 7, 2023	--Non-Applicable--	Tuesday, November 7, 2023	--Non-Applicable--	Tuesday, November 7, 2023
Thanksgiving Holiday Begins (No Classes, College Closes at Noon)	Wednesday, November 22, 2023	--Non-Applicable--	Wednesday, November 22, 2023	--Non-Applicable--	Wednesday, November 22, 2023
Thanksgiving Holiday End (No Classes, College Closed)	Sunday, November 26, 2023	--Non-Applicable--	Sunday, November 26, 2023	--Non-Applicable--	Sunday, November 26, 2023
Last Day of Classes (Including Examinations)	Friday, December 8, 2023	Monday, October 30, 2023	Friday, December 15, 2023	Monday, October 9, 2023	Friday, December 8, 2023

FALL 2023	Early 5 Week	Late 5 Week	3 Week Mini-mester		
Priority Registration for Returning Students*	Monday, March 13, 2023				
Open Registration (New and Returning Students)*	Monday, March 20, 2023				
Tuition Due	Monday, July 31, 2023				
First Day of Classes	Monday, August 21, 2023	Monday, November 6, 2023	Monday, November 27, 2023		
Last Day to Add Classes	Wednesday, August 23, 2023	Wednesday, November 8, 2023	Monday, November 27, 2023		
Labor Day (College Closed, No Classes)	Monday, September 4, 2023	--Non-Applicable--	--Non-Applicable--		
Last Day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Friday, August 25, 2023	Friday, November 10, 2023	Wednesday, November 29, 2023		
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Monday, September 11, 2023	Friday, December 1, 2023	Thursday, December 7, 2023		
Election Day (College Open, No Classes)	--Non-Applicable--	Tuesday, November 7, 2023	--Non-Applicable--		
Thanksgiving Holiday Begins (No Classes, College Closes at Noon)	--Non-Applicable--	Wednesday, November 22, 2023	--Non-Applicable--		
Thanksgiving Holiday End (No Classes, College Closed)	--Non-Applicable--	Sunday, November 26, 2023	--Non-Applicable--		
Last Day of Classes (Including Examinations)	Monday, September 25, 2023	Friday, December 15, 2023	Friday, December 15, 2023		

* Proposed dates subject to change

TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR 2023 - 2024

SPRING 2024

SPRING 2024	15 Week	Early 10 Week	Late 10 Week	Early 7 Week	Late 7 Week
Priority Registration for Returning Students*	Monday, October 23, 2023				
Open Registration (New and Returning students)*	Monday, October 30, 2023				
Tuition Due	Tuesday, December 19, 2023				
First Day of Classes	Monday, January 8, 2024	Monday, January 8, 2024	Monday, February 19, 2024	Monday, January 8, 2024	Monday, March 11, 2024
Last Day to Add Classes	Tuesday, January 16, 2024	Thursday, January 11, 2024	Thursday, February 22, 2024	Wednesday, January 10, 2024	Wednesday, March 13, 2024
Martin Luther King Jr. (College Closed, No Classes)	Monday, January 15, 2024	Monday, January 15, 2024	--Non-Applicable--	Monday, January 15, 2024	--Non-Applicable--
Last day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Tuesday, January 23, 2024	Thursday, January 18, 2024	Wednesday, February 28, 2024	Tuesday, January 16, 2024	Monday, March 18, 2024
Spring Break Begins (No Classes, College Open)	Sunday, March 3, 2024	Sunday, March 3, 2024	Sunday, March 3, 2024	--Non-Applicable--	--Non-Applicable--
Spring Break End (No Classes, College Open)	Sunday, March 10, 2024	Sunday, March 10, 2024	Sunday, March 10, 2024	--Non-Applicable--	--Non-Applicable--
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Monday, March 18, 2024	Monday, February 19, 2024	Monday, April 8, 2024	Tuesday, February 6, 2024	Monday, April 8, 2024
Last Day of Classes (Including Examinations)	Monday, April 29, 2024	Monday, March 25, 2024	Friday, May 3, 2024	Monday, February 26, 2024	Friday, April 26, 2024
SPRING 2024	Early 5 Week	Late 5 Week			
Priority Registration for Returning Students*	Monday, October 23, 2023				
Open Registration (New and Returning students)*	Monday, October 30, 2023				
Tuition Due	Tuesday, December 19, 2023				
First Day of Classes	Monday, January 8, 2024	Monday, April 1, 2024			
Last Day to Add Classes	Wednesday, January 10, 2024	Wednesday, April 3, 2024			
Martin Luther King Jr. (College Closed, No Classes)	Monday, January 15, 2024	--Non-Applicable--			
Last day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Friday, January 12, 2024	Friday, April 5, 2024			
Spring Break Begins (No Classes, College Open)	--Non-Applicable--	--Non-Applicable--			
Spring Break End (No Classes, College Open)	--Non-Applicable--	--Non-Applicable--			
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Monday, January 29, 2024	Friday, April 19, 2024			
Last Day of Classes (Including Examinations)	Monday, February 12, 2024	Friday, May 3, 2024			
* Proposed dates subject to change					
Approved by President's Cabinet on: February 21, 2022					