

2024-2025



**TIDEWATER
COMMUNITY COLLEGE**

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**WORKING
CALENDAR**

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

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CLASS SCHEDULE DEVELOPMENT

September 6, 2024	Spring 2024 Session class schedule rolled over as a first step in the development of the Spring 2025 Session class schedule.
October 11, 2024	Academic deans upload newly developed Spring 2025 Semester class schedule into SIS.
October 19, 2024	Spring 2025 Semester class schedule is active on TCC website.
October 28, 2024	Priority Registration begins for Spring 2025 Semester.
November 4, 2024	Regular Registration begins for Spring 2025 Semester.
January 24, 2025	Summer 2024 and Fall 2024 Semester class schedule rolled over as a first step in the development of the Summer 2025 and Fall 2025 Semester class schedules.
February 28, 2025	Academic deans upload newly developed Summer 2025 Session and Fall 2025 Semester class schedules into SIS.
March 8, 2025	Summer 2025 Session and Fall 2025 Semester class schedules are active on TCC website.
March 17, 2025	Priority Registration begins for Summer 2025 Session and Fall 2025 Semester.
March 24, 2025	Regular Registration begins for Summer 2025 Session and Fall 2025 Semester.

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EQUIPMENT TRUST FUND (ETF)

May 16, 2024	Notification of FY 2025 ETF process to begin sent by TCC Material Management to the Vice President for Academic Affairs
June 14, 2024	Academic Deans submit ETF requests to the Vice President for Academic Affairs
June 21, 2024	Approved and prioritized list of academic program ETF items submitted to TCC Material Management
June 28, 2024	TCC Material Management sends TCC Proposed ETF List to the VCCS for SCHEV Approval
June 30, 2024	Final requisitions for reimbursement of FY 2024 ETF funds due to SCHEV
Fall 2024	Notice sent from VCCS to TCC Material Management of Approved TCC ETF List
December 13, 2024	All ETF orders submitted into eVA for processing
May 23, 2025	Wish lists developed by academic deans for FY 2025 ETF consideration
June 27, 2025	ETF orders for FY 2025 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, 2024** 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 13** 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 23** 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.
- November 18** 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

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Expectations” rating submit their materials to the Faculty Promotions Committee.

- December 2** 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 13th.
- December 2** The CAO submits the promotion requests to the Faculty Promotions Committee for review and recommendations.
- January 17, 2025** Eligible teaching and professional faculty submit completed Multi-year Appointment forms to their supervisor.
- January 24** Supervisors submit completed Multi-year Appointment forms to the appropriate President’s Cabinet member for review.
- January 31** The President’s Cabinet member submits completed Multi-year Appointment forms to the Faculty Promotions Committee via the CAO.
- March 7** 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 12** The CAO submits the Faculty Promotions Committee’s recommendations for multi-year appointments and promotions to the President and the AVP-HR.
- March 17** 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, 2025, for professional faculty and 12-month teaching faculty and on August 16, 2025, for 9-month teaching faculty. Promotions for administrative faculty are effective on July 1, 2025, since they are on one-year appointments and are not eligible for multi-year appointments.

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FACULTY STAFFING PLAN

October 1, 2024	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, 2024	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, 2024	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, 2024	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, 2024	Academic Deans submit written requests for full-time teaching faculty positions to fill to Office of the Vice President for Academic Affairs.
December 2, 2024	2025-26 Faculty Staffing Plan presented to President's Cabinet for approval.
January 15, 2025	Position descriptions finalized for all approved positions in the Faculty Staffing Plan.
February 3, 2025	Full time teaching positions advertised in applicable publications, websites, and in Shared Services.
March 14, 2025	All full-time teaching positions approved in Faculty Staffing Plan closed and screening process begins.
May 15, 2025	Full-time faculty searches completed for Fall 2025 contract start.

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FULL-TIME TEACHING FACULTY EVALUATION PROCESS

January 3, 2024	Student evaluations of instruction from Fall 2023 Semester made available to the faculty and dean/director to develop appropriate action plans with the faculty as needed.
January 17, 2024	(1) Non-reappointment notification deadline for multi-year faculty and any senior faculty on a <u>one-year</u> appointment as result of 2023 “Does Not Meet Expectations” summative evaluation rating. (2) Senior faculty members who received a one-year appointment for 2023-24 as result of 2023 summative evaluation process meet and finalize with the dean/director the objectives for APPDPs for <u>both</u> the Spring 2024 and the Fall 2024 semesters.
January 30, 2024	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, 2024	Dean and senior faculty members in a non-summative appointment for 2024 finalize the APPDP objectives for the 2024 calendar year.
January 30, 2024	Student evaluations conducted in all classes.
February 23, 2024	Faculty and Deans receive Student Evaluation data for 1 st 5-Week Spring session.
February 6, 2024	Course Evaluation Surveys for the 1 st 7-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.
April 18, 2024	Course Evaluation Surveys for the 2 nd 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.
March 8, 2024	Faculty and Deans receive Student Evaluation data for 1 st 7-Week Spring session.
March 17, 2024	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 2023 evaluation documentation by the dean of intent to not reappoint for the 2024-25 academic year.
April 1—30, 2024	Dean <u>may</u> conduct classroom observations for faculty members in a 2 nd or 3 rd one-year appointment, and appropriate senior faculty in a multi-

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year appointment who are scheduled for a summative evaluation in the Fall 2024 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 2024 Semester for these faculty members.

- May 10, 2024 Faculty and Deans receive Student Evaluation data for 2nd 5-Week Spring session.
- February 27—April 2, 2024 Course Evaluation Surveys for the 1st 10-Week, 2nd 10-Week, and 15-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, 2024 Dean meets with senior faculty on a one-year appointment to review and evaluate the APPDP objectives for the Spring 2024 Semester and to make any needed revisions to the APPDP objectives for the Fall 2024 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, 2024, and that a classroom observation must be completed by that date (unless one was completed in the Spring 2024 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.
 - By May 10:
Faculty and Deans receive Student Evaluation data for 1st 10-Week, 2nd 10-Week, and 15-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 2024-25 in order to plan summative evaluation process for them during the Fall 2024 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 2024. This list also 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 2024 Semester.
 - June 11:
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.

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- **By June 28:**
New probationary faculty from the 2023-24 academic year receive one-year contract for the 2024-25 academic year and begin their second one-year appointment in August 2024; all other eligible faculty members receive a contract for the next academic year with notification of appropriate appointment status.
- **June 18:**
Student Course Evaluation Surveys for the 1st 7-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 5:**
Faculty and Deans receive Student Evaluation data for 1st 5-Week Summer Term.
- **July 1:**
Student Course Evaluation Surveys for the 2nd 7-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 15:**
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 19:**
Faculty and Deans receive Student Evaluation data for 1st 7-Week Summer Term.
- **By August 9:**
Faculty and Deans receive Student Evaluation data for 2nd 7-Week, 2nd 5-Week, and 10-Week Summer Terms.
- **August 16—September 4:**
Student evaluations from summer session (if applicable) reviewed with faculty and appropriate action plans developed with faculty as needed.
- **August 21-22: College-wide Faculty Professional Development Days**
- **August 26: Classes Begin**
- **September 2: Labor Day Holiday (college closed)**

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- September 16:
Student Course Evaluation Surveys for the 1st 5-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.

- September 23:
Student Course Evaluation Surveys for the 1st 7-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 2024 Semester or the summer session.)

- October 1—January 31, 2025:
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 2024 Semester) to assess achievement of objectives of the faculty member's 2024 APPDP and establish 2025 APPDP objectives; and reminds senior faculty members of the expectations of them based on their appointment status.

- October 7:
Student Course Evaluation Surveys for the 1st 10-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 11:
Faculty and Deans receive Student Evaluation data for 1st 5-Week Fall Term.

- 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 2024 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 2024 Semester.

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- Between October 15 and November 1:
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 18:
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 2024 APPDP) to dean; schedules summative evaluation appointment with dean between November 1 and December 2; and provides dean with proposed 2025 APPDP objectives.
- October 25:
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 2025 APPDP.
- November 1—December 2
 - (1) Deans meet with 2nd and 3rd one-year faculty members for summative evaluation for 2024 and review APPDP objectives for 2025.
 - (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 2025 APPDP.
- November 15:
Faculty and Deans receive Student Evaluation data for 1st 10-Week Fall Term.
- Between November 11— December 9:
Student Course Evaluation Surveys for the 2nd 5-Week, 7-Week, 10-Week; 3-Week Mini-mester, and 15-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 27 – 29: Thanksgiving Holiday (no classes)
- By December 2:
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.

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- By December 16:
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 17, 2025, of the college’s intent to non-reappoint the faculty member for the 2025-26 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 2025 (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 16 (necessary to allow for an appeal by the faculty prior to January 15, 2025).
 - (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 20: Last day for instruction/exams
- By December 30:
Deans receive student evaluation reports from 2nd 5-Week, 7-Week, 10-Week; 3-Week Mini-mester, and 15-Week classes.
- December 16: Fall Commencement Ceremony

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GOVERNANCE COMMITTEES

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| August 21, 2024 | Each Governance Committee to schedule a session to orient new committee members. |
| September 13, 2024 | 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, 2024 | The PAPC Chair consolidates all committee charges and publishes them on the TCC website. |
| January 31, 2025 | 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 14, 2025 | Governance information brochure sent to TCC_ALL. |
| March 14, 2025 | Each Governance Committee Chair sends the PAPC Chair a list of membership openings. |
| March 17, 2025 | 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 17, 2025
(or ASAP thereafter) | All Governance Committees hold their elections for general membership per the election procedures. |
| April 15, 2025 | Each Governance Committee Chair completes membership elections and submits a complete roster of members for the upcoming year to the PAPC. |
| May 1, 2025 | Governance Committee Chairs send a list of new officers for the upcoming year to the PAPC. If a Committee fails to report new officers to the PAPC, the PAPC chair will contact the committee members, solicit volunteers for officers, and hold electronic elections if necessary. |

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May 1, 2025

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, 2025

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

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PROGRAM ADVISORY COMMITTEES (PACs)

Fall 2024	Program Heads schedule or hold Program Advisory Committee meeting.
January 2025	
Late March 2025	Academic Deans submit proposed PAC members to Office of the VP for Academic Affairs.
May 2025	Academic Year 2025 Committee members complete program evaluation.
May 2025	TCC Board approves proposed new Program Advisory Committee members for academic year 2025-26.
Late May 2025	Program Heads post approved PAC members on website(s).

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STUDENT EVALUATION OF INSTRUCTION

Summer 2024

First 5 Week Session

- June 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.
- June 10 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- June 11 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- June 25 Students receive a final reminder notification in advance of the closure of the evaluation project on June 26.
- July 5 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

First 7 Week Session

- June 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.
- June 17 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- June 18 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification
- July 9 Students receive a final reminder notification in advance of the closure of the evaluation project on July 10.
- 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 12 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 14 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- July 15 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- July 31 Students receive a final reminder notification in advance of the closure of the evaluation project on August 1.
- August 9 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 7 Week Session

- June 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.
- June 30 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- July 1 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- July 22 Students receive a final reminder notification in advance of the closure of the evaluation project on July 23.
- August 9 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

10 Week Session

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

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- July 1 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- July 30 Students receive a final reminder notification in advance of the closure of the evaluation project on July 31.
- August 9 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Fall 2024

Early 5 Week Session

- September 11 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 15 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- September 16 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- September 29 Students receive a final reminder notification in advance of the closure of the evaluation project on September 30.
- October 11 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 7 Week Session

- September 19 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 22 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- September 23 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- October 13 Students receive a final reminder notification in advance of the closure of the evaluation project on October 14.
- October 25 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

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Early 10 Week Session

September 30 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 6 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

October 7 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

November 3 Students receive a final reminder notification in advance of the closure of the evaluation project on November 4.

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

Late 5 Week 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.

December 1 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.

December 2 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.

December 19 Students receive a final reminder notification in advance of the closure of the evaluation project on December 20.

December 30 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 7 Week Session

November 15 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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- November 17 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- November 18 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- December 12 Students receive a final reminder notification in advance of the closure of the evaluation project on December 13.
- December 30 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 10 Week Session

- November 12 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 17 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- November 18 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- December 19 Students receive a final reminder notification in advance of the closure of the evaluation project on December 20.
- December 30 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

3 Week Mini-mester Session

- December 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.
- December 8 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- December 9 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- December 19 Students receive a final reminder notification in advance of the closure of the evaluation project on December 20.
- December 30 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

15 Week Session

- November 4 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 10 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- November 11 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- December 12 Students receive a final reminder notification in advance of the closure of the evaluation project on December 13.
- December 30 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

Spring 2025

Early 5 Week Session

- January 30 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 2 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- February 3 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- February 16 Students receive a final reminder notification in advance of the closure of the evaluation project on February 17.
- February 28 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 7 Week Session

- February 5 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 9 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- February 10 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- March 2 Students receive a final reminder notification in advance of the closure of the evaluation project on March 3.
- March 17 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Early 10 Week Session

- February 19 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
2024 - 2025**

- February 23 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- February 24 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- March 30 Students receive a final reminder notification in advance of the closure of the evaluation project on March 31.
- April 11 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 5 Week Session

- April 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.
- 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 8 Students receive a final reminder notification in advance of the closure of the evaluation project on May 9.
- May 15 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

Late 7 Week Session

- April 8 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 13 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- April 14 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- May 1 Students receive a final reminder notification in advance of the closure of the evaluation project on May 2.
- May 9 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

Late 10 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.
- April 6 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- April 7 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- May 8 Students receive a final reminder notification in advance of the closure of the evaluation project on May 9.
- May 15 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

15 Week Session

- March 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.
- March 9 Faculty receive a pre-launch announcement informing them of the start of the evaluation period 24 hours later.
- March 10 Students receive announcement messages about the launch of the survey at both their VCCS email address and as a Canvas Notification.
- May 4 Students receive a final reminder notification in advance of the closure of the evaluation project on May 5.
- May 15 Faculty members and Pathway Deans receive a report out on the results of the evaluation.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

TEACHING FACULTY OVERLOAD

Summer 2024 session

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

Fall 2024 semester and Spring 2025 semester

March 5, 2025 Faculty overload forms for Fall 2024 and Spring 2025 due to the Office of the Vice President for Academic Affairs.

Summer 2025 session

July 9, 2025 Faculty overload forms for Summer 2024 due to the Office of the Vice President for Academic Affairs.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

TEACHING FACULTY REASSIGNED TIME

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.

Academic Year 2025-26

- May 5, 2025 Reassigned time allocations for Academic Year 2025-26 sent to academic deans from the Office of the Vice President for Academic Affairs.
- May 12, 2025 Reassigned Time request forms for Academic Year 2025-26 (Summer 2025, Fall 2025, Spring 2026) due to the Office of the Vice President for Academic Affairs.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

BATTEN FELLOWSHIP

September 6, 2024	Solicitation of Preview proposal (RFP) announced to all full-time teaching faculty
October 11, 2024	Faculty Senate recommends two faculty members to serve on the Batten Fellowship Ad Hoc Selection Committee
October 18, 2024	Preview proposal due to the Vice President for Academic Affairs
October 25, 2024	VP for Academic Affairs convenes the Batten Fellowship Ad Hoc Selection Committee
November 8, 2024	Batten Fellowship Ad Hoc Selection Committee identifies finalist for VP review
November 20, 2024	Finalists for further competitive review are notified and their respective academic dean informed
January 24, 2025	Finalists' applications due to the Batten Fellowship Ad Hoc Selection Committee
February 2025	Batten Fellowship Ad Hoc Selection Committee meets with finalists
March 19, 2025	Batten Fellow selected and notified
Fall 2025 Convocation	Batten Fellow announced by the President

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

TEXTBOOK/COURSE MATERIALS ADOPTION

March 15, 2024	Summer 2024 credit course textbooks and course materials adoptions due to Barnes & Noble.
April 15, 2024	Fall 2024 credit course textbooks and course materials adoptions due to Barnes & Noble.
October 15, 2024	Spring 2025 credit course textbooks and course materials adoptions due to Barnes & Noble.
March 14, 2025	Summer 2025 credit course textbooks and course materials adoptions due to Barnes & Noble.
April 15, 2025	Fall 2025 credit course textbooks and course materials adoptions due to Barnes & Noble.

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

ACADEMIC CALENDAR

SUMMER 2024

Summer 2024	10 Week	Early 7 Week	Late 7 Week	Early 5 Week	Late 5 Week
Priority Registration for Returning Students*	Mon., March 11, 2024				
Open Registration (New and Returning Students)*	Mon., March 18, 2024				
Tuition Due	Mon., April 22, 2024				
First day of Classes	Mon., May 20, 2024	Mon., May 20, 2024	Mon., June 3, 2024	Mon., May 20, 2024	Thurs., June 27, 2024
Last Day to Add Classes	Thurs., May 23, 2024	Wed., May 22, 2024	Wed., June 5, 2024	Wed., May 22, 2024	Mon., July 1, 2024
Memorial Day (College Closed, No Classes)	Mon., May 27, 2024	Mon., May 27, 2024	--Not Applicable--	Mon., May 27, 2024	--Not Applicable--
Last Day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Thurs., May 30, 2024	Tues., May 28, 2024	Mon., June 10, 2024	Tues., May 28, 2024	Mon., July 1, 2024
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Mon., July 1, 2024	Thurs., June 20, 2024	Tues., July 2, 2024	Mon., June 10, 2024	Wed., July 17, 2024
Juneteenth (College Closed, No Classes)	Wed., June 19, 2024	Wed., June 19, 2024	Wed., June 19, 2024	Wed., June 19, 2024	--Not Applicable--
Independence Day Observed (College Closed, No Classes)	Thurs., July 4, 2024	Thurs., July 4, 2024	Thurs., July 4, 2024	--Not Applicable--	Thurs., July 4, 2024
Last Day of Classes (Including Examinations)	Wed., July 31, 2024	Wed., July 10, 2024	Tues., July 23, 2024	Wed., June 26, 2024	Thurs., August 1, 2024

*Proposed dates subject to change

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

FALL 2024

Fall 2024	15 Week	Early 10 Week	Late 10 Week	Early 7 Week	Late 7 Week	Early 5 Week	Late 5 Week	3 Week Mini-mester
Priority Registration for Returning Students*	Mon., March 11, 2024							
Open Registration (New and Returning Students)*	Mon., March 18, 2024							
Tuition Due	Mon., July 22, 2024							
First day of Classes	Mon., August 26, 2024	Mon., August 26, 2024	Mon., October 7, 2024	Mon., August 26, 2024	Tues., October 22, 2024	Mon., August 26, 2024	Wed., November 13, 2024	Mon., December 2, 2024
Last Day to Add Classes	Tues., September 3, 2024	Thurs., August 29, 2024	Thurs., October 10, 2024	Wed., August 28, 2024	Thurs., October 24, 2024	Wed., August 28, 2024	Fri., November 15, 2024	Mon., December 2, 2024
Labor Day (College Closed, No Classes)	Mon., September 2, 2024	Mon., September 2, 2024	--Not Applicable--	Mon., September 2, 2024	--Not Applicable--	Mon., September 2, 2024	--Not Applicable--	--Not Applicable--
Last Day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Tues., September 10, 2024	Thurs., September 5, 2024	Thurs., October 17, 2024	Tues., September 3, 2024	Mon., October 28, 2024	Fri., August 30, 2024	Mon., November 18, 2024	Wed., December 4, 2024
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Mon., October 28, 2024	Mon., October 7, 2024	Mon., November 18, 2024	Tues., September 24, 2024	Mon., November 18, 2024	Mon., September 16, 2024	Fri., December 6, 2024	Thurs., December 12, 2024
Election Day (College Open, No Classes)	Tues., November 5, 2024	--Not Applicable--	Tues., November 5, 2024	--Not Applicable--	Tues., November 5, 2024	--Not Applicable--	--Not Applicable--	--Not Applicable--
Thanksgiving Holiday Begins (No Classes, College Closes at Noon)	Wed., November 27, 2024	--Not Applicable--	Wed., November 27, 2024	--Not Applicable--	Wed., November 27, 2024	--Not Applicable--	--Not Applicable--	--Not Applicable--
Thanksgiving Holiday End (No Classes, College Closed)	Sun., December 1, 2024	--Not Applicable--	Sun., December 1, 2024	--Not Applicable--	Sun., December 1, 2024	--Not Applicable--	Sun., December 1, 2024	Sun., December 1, 2024
Last Day of Classes (Including Examinations)	Fri., December 13, 2024	Mon., November 4, 2024	Fri., December 20, 2024	Mon., October 14, 2024	Fri., December 13, 2024	Mon., September 30, 2024	Fri., December 20, 2024	Fri., December 20, 2024

*Proposed dates subject to change

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

SPRING 2025

Spring 2025	15 Week	Early 10 Week	Late 10 Week	Early 7 Week	Late 7 Week	Early 5 Week	Late 5 Week
Priority Registration for Returning Students*	Mon., October 28, 2024						
Open Registration (New and Returning Students)*	Mon., November 4, 2024						
Tuition Due	Mon., December 16, 2024						
First day of Classes	Mon., January 13, 2025	Mon., January 13, 2025	Mon., February 24, 2025	Mon., January 13, 2025	Mon., March 17, 2025	Mon., January 13, 2025	Mon., April 7, 2025
Last Day to Add Classes	Tues., January 21, 2025	Thurs., January 16, 2025	Thurs., February 27, 2025	Wed., January 15, 2025	Wed., March 19, 2025	Wed., January 15, 2025	Wed., April 9, 2025
Martin Luther King Jr. (College Closed, No Classes)	Mon., January 20, 2025	Mon., January 20, 2025	--Not Applicable--	Mon., January 20, 2025	--Not Applicable--	Mon., January 20, 2025	--Not Applicable--
Last Day to Drop Classes and Get a Tuition Refund (Drop Deadline)	Tues., January 28, 2024	Thurs., January 23, 2025	Wed., March 5, 2025	Tues., January 21, 2025	Mon., March 24, 2025	Fri., January 17, 2025	Fri., April 11, 2025
Spring Break Begins (No Classes, College Open)	Sun., March 9, 2025	Sun., March 9, 2025	Sun., March 9, 2025	--Not Applicable--	--Not Applicable--	--Not Applicable--	--Not Applicable--
Spring Break Ends (No Classes, College Open)	Sun., March 16, 2025	Sun., March 16, 2025	Sun., March 16, 2025	--Not Applicable--	--Not Applicable--	--Not Applicable--	--Not Applicable--
Last Day to Withdraw without Academic Penalty (Withdrawal Deadline)	Mon., March 24, 2025	Mon., February 24, 2025	Mon., April 14, 2025	Tues., February 11, 2025	Mon., April 14, 2025	Mon., February 3, 2025	Fri., April 25, 2025
Last Day of Classes (Including Examinations)	Mon., May 5, 2025	Mon., March 31, 2025	Fri., May 9, 2025	Mon., March 3, 2025	Fri., May 2, 2025	Mon., February 17, 2025	Fri., May 9, 2025

*Proposed dates subject to change

Approved by President's Cabinet on: February 21, 2022

**TIDEWATER COMMUNITY COLLEGE WORKING CALENDAR
2024 - 2025**

HOLIDAY PLAN

2022-2026

Virginia Holiday	2022	2023	2024	2025	2026
New Year's Day	December 31, 2021	January 2	January 1	January 1	January 1
Martin Luther King, Jr. Day	January 17	January 16	January 15	January 20	January 19
Memorial Day	May 30	May 29	May 27	May 26	May 25
Juneteenth	June 20	June 19	June 19	June 19	June 19
Independence Day	July 4	July 4	July 4	July 4	July 4
Labor Day	September 5	September 4	September 2	September 1	September 7
Thanksgiving	November 24	November 23	November 28	November 27	November 26
Day after Thanksgiving	November 25	November 24	November 29	November 28	November 27
Christmas	December 26	December 25	December 25	December 25	December 25
George Washington Day	December 27	December 26	December 26	December 26	December 28
Columbus Day & Yorktown Victory Day	December 28	December 27	December 27	December 29	December 29
Election Day	December 29	December 28	December 30	December 30	December 30
Veterans Day	December 30	December 29	December 31	December 31	December 31
Additional Holiday Leave*					
11/23/2022 – close at noon					
12/23/2022 - closed					

*As may be granted by the Governor during the course of the year.

Holiday Plan Approved on January 10, 2022 by President's Cabinet