Paperwork and Deadlines to watch for . . . .

- Teachers to submit Course Expectations to you for review and post on the Q: drive in your Community folder (beginning of each trimester)
- Review “teacher reminders” (probably at the first department meeting of the year)
- Emergency phone tree to Academic Programs office (beginning of the year)
- Class visits/new teacher visits
- Approve plans for any of your faculty sponsoring Special Study Options
- Administrative assistant appraisal twice a year (December/January and May/June)
- Volunteers for required In-Service activities: Open House/Super Saturdays, Nueva Vista, Living the Dream, Dreammakers, Discovery Days, Welcome Day (one dean attends each of the 3 Welcome Days, if possible)
- Admissions readers (there should be a 5-year rotating schedule for each department – 6 from Humanities, 4 from Science, 3 from Mathematics, 1 from Applied Sciences, 1 from Physical Activity/Library, 1 from Distance Education)
- Select someone early in the year to keep up with activities that earn “points” for the Academic Award
- Course Catalog changes (to Kathleen usually in December)
- Room assignments for exams (info from Wanda ~ a week before posting)
- Beacon reminders (look for a schedule from HR with teacher deadlines to submit and supervisor deadlines to release)
- Remind faculty to let you/Steve/Kathleen know at the end of each trimester if they have failing students
- 4Report follow-up information (immediately after 4Reports are released)
- Remind teachers to read each other’s comments at the end of trimester 1
- Teachers submit signed copies of grades to administrative assistant at the end of each trimester (reminder will come from Wanda)
- Select Awards Committee members (near the end of the year/reminded by SW)
- Select department award winners at the end of the year (reminded by awards committee members)
- End-of-the-year checklist
- Outreach activities form (before school ends)
- Advanced Leave forms when teachers plan to be away
- E-Procurement approval (electronic)