Important Dates Calendar
2021/2022 Academic Year

Day	Date	End Date (if applicable)	Description	Responsible/Submit to
M	2/28/2021		Last day to submit curriculum forms for the academic year	Deans
Sat	5/1/2021		President forwards Tenure recommendations to employer (11.03.c5)	Academic VP/Deans/Faculty
Th	6/17/2021		Cancellations for Summer II - 6 wk session (less than 3)	Dean/Registrar/AA
Sat	6/26/2021		Student evaluations completed by part-time faculty ("DCE" Unit members) 6 wk Option I (11.02) (Summer 2021)	AA
Th	7/1/2021		Notification by the appropriate supervisor of work assignment for professional staff members (12.04C)	Appropriate Supervisor/Professional Staff Members
Th	7/1/2021		Student evaluation results for part-time faculty ("Day" and "DCE" Unit members) (Spring 2021) distributed	Academic VP
F	7/2/2021		Cancellations for Summer II - 6 wk session (less than 10)	Dean/Registrar/AA
F	7/2/2021		Email notification to Faculty for final grades Summer I- 2021	Faculty
F	7/2/2021		Summer II- 2021 Cancellations- less than 10 students	Dean/Registrar/AA
M	7/11/2021		Semester Start Date for Summer III session 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
M	7/12/2021		Summer II -2021- 6 wk session begins	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
Tu	7/13/2021		Final Grades Deadline (ALL) Summer I- 2021	Faculty/Registrar
Sat	7/24/2021		Last Day to Withdraw Summer III- 2021	Faculty/Registrar
M	7/26/2021		Student Evaluation packets distributed - 6-wk Option II and 11-wk Option (Summer 2021) ("DCE" Unit members) (11.02c).	Academic VP/DCE Unit members
Sat	7/31/2021		Adjunct Seniority List Due	Academic VP
Su	8/1/2021		Spring and Wintersession 2022 Schedule 1st Draft (Registrar to Deans)	Dean, Dept. Chairs & Coords., Registrar
Sat	8/7/2021		Last Day to Withdraw Summer II- 2021	Faculty/Registrar
Th	8/12/2021		Fall 2021 Cancellations- less than 3 students	Dean/Registrar/AA
F	8/13/2021		Email notification to Faculty for final grades Summer II, 2021	Registrar/Faculty
Su - Th	8/15/2021	9/30/2021	Adjunct Faculty Teaching Availability due for Spring/Wintersession 2022 AND Spring/Summer 2022 availability surveys OPEN	Dean/Part-time faculty ("Day" and "DCE" Unit members)
Sat	8/15/2021		Provide an official Seniority list of eligible faculty members to the MCCC/MTA (10.07)	MCCC/MTA

Tu	8/24/2021		Final Grades Deadline (ALL) Summer II, 2021	Faculty/Registrar
Tu	8/24/2021		Final Grades Deadline (ALL) Summer III, 2021	Faculty/Registrar
W	8/25/2021		Board of Trustees - Fall Retreat	Board of Trustees
Sat	8/28/2021		Fall 2021 Cancellations- less than 10 students	Dean/Registrar/AA
Sat	8/28/2021		Final Fall 2021 Cancellations	Dean/Registrar/AA
Tu	8/31/2021		Wintersession 2022 Schedule 1st Draft Requested Changes (Deans to Registrar)	Dean/Registrar
W	9/1/2021		Bristol EXP Day	College-wide
Th	9/2/2021		Faculty & Staff Opening Day - Fall 2021	College-wide
Sa.	9/4/2021		Preferred office hours schedule for approval for Fall 2021 - (12.03D3b1)	Dean/Faculty
Tu - Thu	9/7/2021	9/9/2021	Adjunct faculty evening series	Adjunct Faculty
Tu	9/7/2021		Fall 2021 Semester Start Date	Registrar
Sat	9/11/2021		DE1 Submission of Course Materials Due Dates/Deadlines (11.03A)	Academic VP/Dean/Faculty
Sat	9/11/2021		Office hours posted (12.03D3b4) Fall	Dean/Faculty
Sat	9/11/2021		Provide to MCCC Chapter President copies of tentative class schedule and courses for all full-time faculty members (2.06) Fall 2021	Deans to MCCC Chapter President
M - W	9/13/2021	9/15/2021	Adjunct faculty evening series	Adjunct Faculty
M	9/13/2021		Last day to Add- Full Semester, First five weeks & First Half -Fall 2021	Faculty/Registrar
M	9/13/2021		Last day to Audit (AU) Full Semester, First five weeks & First Half -Fall 2021	Faculty/Registrar
M	9/13/2021		Last day to Drop (DD) at 100% refund less SSF - First five weeks & First Half - Fall 2021	Faculty/Registrar
Tu- Tu	9/14/2021	9/21/2021	Faculty Verification of Attendance (Enrollment Verification Period) 5 business days - First five weeks & First Half -Fall 2021	Faculty/Registrar
M	9/20/2021		Last day to Drop (DD) at 100% refund less SSF - Full Semester -Fall 2021	Faculty/Registrar
M	9/20/2021		Submission of course materials for full-time (13.02B2a and 13.07B2a) Fall 2021	Dean/Faculty
M	9/20/2021		Workload Computations (12.03.B) - Fall 2021	AA/Academic Areas
Tu - Th	9/21/2021	9/30/2021	E-mail to Faculty Enrollment Verification Fall 2021	Registrar/Faculty
Tu - M	9/21/2021	9/27/2021	Faculty Verification of Attendance (Enrollment Verification Period) 5 business days -Full Semester -Fall 2021	Faculty/Registrar
Sat	9/25/2021		HEIRS non-credit data (July - September)	Strategic Analytics and Institutional Research
Tu	9/28/2021		Last day to Add- Flex Start Fall 2021	Faculty/Registrar
Tu	9/28/2021		Last day to Audit (AU) Flex Start Fall 2021	Faculty/Registrar

W - Sat	9/29/2021	12/11/2022	Beginning of the process for classroom observation (13.02B3b) full and part time faculty	Full and part-time faculty
F	10/1/2021		Notification of Tenure consideration to eligible unit members in their 6th or later year (11.03C2)	Eligible Unit Members
F	10/1/2021		Spring 2022 Schedule 1st Draft Requested Changes (Deans to Registrar)	Dean/Registrar
F	10/1/2021		Student evaluation results for Summer 2021 distributed (13.02.B.1dc)	Academic VP
M	10/4/2021		Board of Trustees meeting (Bristol Attleboro)	Board of Trustees
M	10/4/2021		Last day to Drop (DD) at 100% refund less SSF - Flex Start Fall 2021	Registrar
Tu - Tu	10/5/2021	10/12/2021	Faculty Verification of Attendance (Enrollment Verification Period) 5 business days - Flex Start -Fall 2021	Faculty/Registrar
W	10/6/2021		Sabbatical Leave Committee established (9.01I8b)	Academic VP/Learning Council
W	10/6/2021		Schedule goes Live on Web Winter session 2022	Registrar
Sat	10/9/2021		Student evaluation packets distributed - First-Half Option ("DCE" Unit members) (11.02.c). (Fall 2021)	Academic VP
Tu	10/12/2021		Course materials returned to faculty (13.02B2d) (13.07B2d) Fall 2021	Dean/Faculty
Tu	10/12/2021		Provide information listed in Article 2.06. This includes, but is not limited to: a copy of the full and part-time payroll, the number of filled and vacant positions and enrollment figures by program for Fall 2021 (2.06)	AA/Association President
W	10/13/2021		Schedule is Active- opens for Registration Winter 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
F	10/15/2021		Documentation in support of student advisement responsibilities (13.02B4b) for Fall 2021	Appropriate Supervisor
F	10/15/2021		Notice of non-reappointment in the 5th year of service or later (11.02.A1b)	Academic VP
F	10/15/2021		Provide to MCCC Chapter President copies of class schedules for all full-time faculty members whose class schedules differ from their tentative class schedules for Fall 2021 (2.06)	AA/MCCC Chapter President
Th	10/15/2021		Spring 2022 Book Adoptions Due	Bookstore
F	10/15/2021		Faculty submit a list of college service activities to be performed for Fall 2021 (13.02B4b)	Faculty/Dean
Su - Sat	10/17/2021	10/23/2021	Mid Semester Evaluations Fall 2021	AA
F	10/22/2021		Advisory Committee final membership lists due	Academic VP, Chairs & Coordinators
Sat	10/23/2021		Student evaluations completed of part-time faculty ("DCE" Unit members) for First-Half Option (11.02.c) (Fall 2021)	AA

Su	10/31/2021		Notification to faculty member, by appropriate supervisor, of change in the tentative class schedule or subject matter preparation (12.02) Spring 2022	Dean/Faculty
Su	10/31/2021		Notify applicant of sabbatical decision for Spring 2022 semester (9.01.8f)	College to applicant
W	11/3/2021		Assessment Day	College-wide
Su	11/7/2021		Last day to Add- Flex Start- Second Half- Fall 2021	Dean/Registrar
Su	11/7/2021		Last day to Audit (AU) Flex Start- Second Half- Fall 2021	Dean/Registrar
Su	11/7/2021		Last day to Drop (DD) at 100% refund less SSF - Flex Start -Second Half- Fall 2021	Dean/Registrar
M	11/8/2021		Board of Trustees meeting	Board of Trustees
M - M	11/8/2021	11/15/2021	Faculty Verification of Attendance (Enrollment Verification Period) 5 business days - Flex Start -Second Half- Fall 2021	Faculty/Registrar
W	11/10/2021		Schedule goes Live on Web Spring session 2022	Registrar
M	11/15/2021		Last Day to Withdraw Fall 2021	Faculty/Registrar
W	11/17/2021		Schedule is Active-opens for Registration Spring 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
Su	11/21/2021		Formation of Unit Personnel Practices Committee (11.03.C1) for determining tenure	UPPC Chair
T	11/30/2021		Initial Notification of full-time faculty teaching 4 p.m. and later Spring (12.03.B.3.d) subject to schedule changes	MCCC
Tu	11/30/2021		Summer I, II and III - 2022 Schedule 1st Draft (Registrar to Deans)	Registrar/Dean
W	12/1/2021		Request recommendations for appointment to the Sabbatical Leave Committee from the Deans, Dept. Chairs & Coordinators for Fall (9.01I8a)	Dean/Dept. Chair/Coord./Sabbatical Leave Committee
F	12/3/2021		Joint Board of Trustees meeting	Academic VP/President/Board of Trustees
F	12/3/2021		Student evaluations distributed for part-time faculty ("Day" and "DCE" Unit members) for Full Semester and Second Half Option (Fall 2021) (11.02.c)	Academic VP
F	12/3/2021		Winter 2022 - Cancellations (less than 3 students)	Dean/Registrar/AA
Tu	12/7/2021		Student evaluation packets distributed to full-time faculty for Fall. (13.02B1b)	Academic VP
F	12/10/2021		E-mail notification to Faculty for final grades Fall 2021	Registrar/Faculty
F	12/14/2021		Student evaluations completed for part-time faculty ("Day" and "DCE" Unit members) for Full Semester and Second Half Option (Fall 2021) (11.02.c)	AA
W	12/15/2021		President's designee forwards applications for sabbatical leave for Fall 2022 (9.01.I8c)	President to the Sabbatical Leave Committee

F	12/17/2021		Cancellations Winter 2022 - less than 10 students	Dean/Registrar/AA
F	12/17/2021		Documentation in support of college service responsibilities - Fall 2021 (13.02B4b)	Appropriate Supervisor
Sat	12/18/2021		HEIRS non-credit data (October - December)	Strategic Analytics and Institutional Research
M	12/20/2021		Final Grades Deadline (ALL) Fall 2021	Faculty/Registrar
Su	12/26/2021		Last Day to Add a Course Winter 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
M - M	12/27/2021	1/3/2022	E-mail to Faculty Enrollment Verification Winter 2022	Faculty/Registrar
M	12/27/2021		Last Day to Drop a Course Winter 2022	Registrar
M	12/27/2021		Semester Start Date for Winter session 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
Th	12/30/2021		Submit documentation relating to performance of a professional staff member (E4&5 - log of student advisement and college services activities) for evaluation purposes (13.03B3.a)	Faculty/Professional Staff/Dean
Su	1/2/2022		Last Day to Withdraw Winter 2022	Registrar
M	1/10/2022		Email notification to Faculty for final grades Winter 2022	Registrar/Faculty
Sa - Tu	1/15/2022	2/15/2022	Summer 2022 & Fall 2022 Adjunct Faculty Teaching Availability Surveys Open - Fall & Winter availability surveys will be open	Part-time faculty ("Day" and "DCE" Unit members)
Sat	1/15/2022		Recommendations from the Sabbatical Leave Committee are submitted to the Dean(s) and applicants- FY 22-23 (9.01l8c)	Sabbatical Leave Committee to the Dean(s) and applicants
Sat	1/15/2022		Recommendations for coverage of the sabbaticant shall be forwarded by the inmediate supervisor to the appropriate Dean (9.01l8c)	Immediate Supervisor to Dean
M	1/17/2022		Final Grades Deadline (ALL) Winter 2022	Faculty/Registrar
M	1/17/2022		Student Evaluations to be completed by 1/17/2022 - Wintersession ("DCE" Unit members) (11.02c).	AA
Tu	1/18/2022		Spring 2022 Cancellations - less than 10 students	Dean/Registrar/AA
Tu	1/18/2022		Student evaluation summary (13.07B1e)	Part-time faculty ("Day" and "DCE" Unit members)
Tu	1/18/2022		Tabulated data of student evaluations (13.02B1d)	Academic VP
W	1/19/2022		Faculty and Staff Opening Day - Spring 2022	College-wide
Sa	1/22/2022		Final Spring 2022 Cancellations	Dean/Registrar/AA
Su	1/23/2022		Preferred office hours schedule for approval for Spring 2022 (12.03D3b1)	Faculty/Dean
Su	1/23/2022		Student Evaluation results for full-time faculty in their Evaluative Year (13.02.B.1dc)	Academic VP

M	1/24/2022		Spring 2022 Semester Start Date	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
F	1/28/2022		Office hours posted (12.03D3b4) Spring	Dean/Faculty
Sat	1/29/2022		Provide to MCCC Chapter President copies of tentative class schedule and courses for all full-time faculty members (2.06) Spring 2022	MCCC President
Su	1/30/2022		Last Day to Add a Course Spring 2022	Dean/Registrar
M	1/31/2022		Board of Trustees meeting	Board of Trustees
Tu	2/1/2022		Recommendations for reappointment of non-tenured faculty to Academic VP	Academic VP
Tu	2/1/2022		Summary Evaluations (13.02B6) Full-time Faculty	Dean/AA/Human Resources
Tu	2/1/2022		President of the College evaluates recommendations received from the Sabbatical Leave Committee and the Dean, and forward his/her recommendations to the Board of Trustees (9.01I8e)	President to the Board of Trustees
F	2/4/2022		Summer I, II and III - 2022 Schedule 1st Draft Requested Changes (Deans to Registrar)	Dean/Registrar
Sat	2/5/2022		Submission of course materials (13.02B2a) (13.07B2a) and for part-time (11.03a) faculty (not "Day" Unit members)	DCE/Dean/AA
Su	2/6/2022		Last Day to Drop a Course Spring 2022	Registrar
Su	2/6/2022		Workload Computations (12.03.B) - Spring 2022	AA/Academic Areas
M - F	2/7/2022	2/11/2022	Email to Faculty Enrollment Verification Spring 2022	Registrar/Faculty
W	2/9/2022		Final notification of full-time faculty teaching 4 p.m. and later Spring (12.03.B.3.d) if required	MCCC
T	2/15/2022		Faculty member shall submit to President or President's designee a list of College service activities to be performed during the semester for Spring 2022. (13.01.4b)	Faculty/Academic VP
Th	2/17/2022		Student evaluation results for part-time faculty ("Day" and "DCE" Unit members) (8.02.B10) (11.02F) for Fall 2021	AA
Th	2/22/2022		List of unit members who meet minimum qualifications for Change of Rank (14.02A)	AA
Tu	2/22/2022		Student evaluation packets distributed - First-Half Option ("DCE" Unit members) (11.02.c) Spring 2022	AA
F	2/25/2022		Student evaluations completed for part-time faculty ("DCE" Unit members) for First-Half Option (11.02.c) Spring 2022	AA

F	2/25/2022		Submit plans for coverage with the estimated cost, if appropriate, for those individuals recommended for Sabbatical Leave (9.01I8c)	AA
M	2/28/2022		Approved changes to curriculum, program & courses for CATALOG 22-23	Registrar/AA
M	2/28/2022		Board of Trustees meeting	Board of Trustees
M	2/28/2022		Provide to MCCC Chapter President copies of class schedules for all full-time faculty members whose class schedules differ from their tentative class schedules for Spring 2022. (2.06)	MCCC Chapter President
Tu	3/1/2022		Course materials returned to faculty (13.02B2d) (13.07B2d) Spring 2022	Dean/Faculty
Tu	3/1/2022		Notice of non-reappointment in the first through fourth years of service (11.02.A1b)	Academic VP
Tu	3/1/2022		Recommendations for reappointment of non-tenured faculty to President	Academic VP/President
W	3/2/2022		Summer I 2022 schedule goes Live on Web	Registrar
Su - Sat	3/6/2022	3/12/2022	Mid Semester Evaluations Spring 2022	Registrar
Th	3/8/2022		Email notification to faculty for final grades - 1st half/Spring 2022	Faculty/Registrar
W	3/9/2022		Schedule is Active opens for Registration Summer I - 2022	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
Tu	3/15/2022		Dean forwards eligible faculty for Change of Rank to the President's designee (14.03B)	Dean/President
Tu	3/15/2022		Recommendations for reappointment of non-tenured faculty to Board of Trustees	AA/Board of Trustees
Tu	3/15/2022		Summer 2022 Book Adoptions Due	Bookstore
T	3/19/2022		Board of Trustees meeting- Spring Retreat	Board of Trustees
Th	3/24/2022		Spring Professional Development Day	College-wide
Sat	3/26/2022		HEIRS Non-credit data (January - March)	Strategic Analytics and Institutional Research
Tu	3/29/2022		Evaluation of department chairpersons (20.08A)	Academic VP
Th	3/31/2022		Notification to faculty member, by appropriate supervisor, of change in the tentative class schedule or subject matter preparation (12.02) Fall 2022	Dean/Faculty
F	4/1/2022		Notification of Tenure recommendations to eligible unit members (11.03C5)	AA/Eligible Unit Members
F	4/1/2022		President notifies Sabbatical Leave applicants that the Board has approved their request (9.01I8f)	President/Sabbatical Leave applicants
M	4/4/2022		Board of Trustees meeting (Bristol New Bedford)	Board of Trustees
F	4/8/2022		Last day to withdraw from full term & flex courses Spring 2022	Registrar

F	4/15/2022		President reviews and announces Change of Rank decision (14.03C)	President/AA
F	4/15/2022		Tenure recommendations submitted to President (11.03.C.4)	AA/President
F	4/29/2022		DCE Student evaluations open for both Flex Start & Second Half	Online Learning/DCE Faculty
Su	5/1/2022		Notify applicant of sabbatical decision for Fall 2022 semester (9.01.8f)	College to applicant
Su	5/1/2022		President notifies Deans Tenure recommendations (11.03.C5)	President/Dean
M	5/2/2022		Joint Board of Trustees meeting	Academic VP/President/Board of Trustees
Sa	5/7/2022		Email notification to Faculty for final grades - 2nd half & full term-Spring 2022	Registrar/Faculty
F	5/13/2022		DCE Student evaluations close for both Flex Start & Second Half	
F	5/13/2022		Documentation in support of college service (E5) responsibilities - Spring 2022 (13.02B4b)	Appropriate Supervisor
W	5/18/2022		Faculty member submits log of student advisement to the President or President's designee. (13.02.4b)	Faculty/Academic VP
M	5/16/2022		Faculty member shall submit a list of College service activities to be performed during the semester to the Presdient or President's designee. (13.02.4b)	Faculty/Academic VP
W	5/18/2022		Final Grades Deadline (ALL) Spring 2022	Faculty/Registrar
Sat	5/21/2022		Commencement	AA
T	5/24/2022		Summer Cancellations	Dean/Registrar
M	5/30/2022		Submit a list of faculty in evaluative year for Spring 2022 (13.03.a)	AA
M	5/30/2022		Submit documentation relating to performance of a professional staff member (log of student advisement and college services activities) for evaluation purposes (13.03B3.a)	Professional staff member to President of the College
Tu	5/31/2022		Last Day to Add a Course Summer I - 2022	Dean/Registrar
M	5/31/2022		Summer Hours PAF Processing Deadline	Academic areas/Payroll
Tu	5/31/2022		Summer I and III 2022 (six weeks) starts	Students, Enrollment Management, Financial Aid, AA, Advising, Marketing/Communications
W	6/1/2022		Request recommendations for appointment to the Sabbatical Leave Committee from the Deans, Dept. Chairs & Coordinators for Spring (9.01I8a)	Dean/Dept.Chair/Sabbatical Leave Committee
M	6/6/2022		Board of Trustees annual meeting	Board of Trustees
M	6/6/2022		Last Day to Drop a Course Summer I and II - 2022	Registrar
Tu- Th	6/7/2022	6/16/2022	Email to Faculty Enrollment Verification Summer I- 2022	Registrar/Faculty
M	6/13/2022		Last Day to Drop a CourseSummer III- 2022	Registrar

Tu - Th	6/14/2022	6/23/2022	Email to Faculty Enrollment Verification Summer II- 2022	Registrar/Faculty
Su	6/19/2022		June	
Sat	6/25/2022		HEIRS non-credit data (April - June)	Strategic Analytics and Institutional Research
Sat	6/25/2022		Last Day to Withdraw Summer I- 2022	Registrar
Sa	7/2/2022		Email notification to Faculty for final grades Summer I- 2022	Registrar/Faculty
M	7/11/2022		Last Day to Add a Course Summer III- 2022	Registrar
M	7/11/2022		Summer III (six weeks) classes start	
Tu	7/12/2022		Final Grades Deadline (ALL) Summer I- 2022	Faculty/Registrar
Su	7/17/2022		Last Day to Drop a Course Summer III - 2022	Registrar
M - W	7/18/2022	7/27/2022	Email to Faculty Enrollment Verification Summer III- 2022	Registrar/Faculty
Sat	7/23/2022		Last Day to Withdraw Summer II- 2022	Registrar
Su	7/31/2022		Adjunct Seniority List Due	Academic VP
Sat	8/6/2022		Last Day to Withdraw Summer III- 2022	Registrar
Sa	8/13/2022		Email notification to Faculty for final grades Summer II and III - 2022	Registrar/Faculty
Sa	8/20/2022		Summer III (six weeks) classes end	Registrar/Faculty
Tu	8/23/2022		Final Grades Deadline (ALL) Summer II and III- 2022	Faculty/Registrar
Sat	8/6/2021		Student evaluations completed for part-time faculty ("DCE" Unit members) for Full 13-wk (11.02) Summer 2021	AA