



HUMAN RESOURCES PROCEDURE

Creating & Posting the Academic Calendar

Purpose of Procedure

To document the steps necessary to (a) create the Academic Calendar based on the guidelines outlined in Appendix E of the MCCEA collective bargaining agreement; (b) ensure that three year's worth of academic calendars will always be available on the HR website; and (c) ensure that newly created academic calendars are provided to the individuals responsible for creating the Academic/Registration Calendar, which is posted separately on the Mott website.

Date Procedure Originally Documented

February 19, 2004

Date Last Revised

December 1, 2009

Person(s) Responsible for Updating

Manager–HR Systems & Research
Sr. HR Generalist – Research

Location(s) of this Procedure

k:/Policies & Procedures/Procedures/Creating & Posting the Academic Calendar.doc

Name and Contact Information of Persons Involved in Procedure

Michele Traver – Academic Affairs
Kristi Dawley – Human Resources
Gail Ives – Institutional Research
Chris Engle – Registrar
Tammy Cummings – Registration & Cashiers

Links to Other Procedures

- Rules for Developing an Academic Calendar (available on the HR Website)
- HR Website Maintenance Procedure

Detailed Procedure

1. Each year during the first week of December, the Curriculum Systems Coordinator prepares the Academic Calendar for the academic year three years out (for example, the calendar for the 2011/12 academic year will be created in December of 2009). The *“Rules for Developing an Academic Calendar”* is available on the HR website under *“General Information”*.
2. The Curriculum Systems Coordinator e-mails a copy of the Academic Calendar to the following:
 - Director – Institutional Research*
 - Registrar*
 - Director-Registration & Cashier*
 - Sr. HR Generalist – Research
3. By the end of the second week of December, the Sr. HR Generalist converts the Academic Calendar from the original Word format to PDF and requests that the new document be posted to the HR website and that the oldest academic calendar be deleted. (See *“Converting a Word Document to PDF”* and *“Communicating PDF Changes to the Web Master”* in the *“HR Website Maintenance”* procedure.)

* The Director–Institutional Research and the Registrar will use the Academic Calendar to develop the Academic/Registration Calendar (with input from the Director-Registration & Cashiers) and post it to the appropriate location on the MCC website following their own documented procedures.