

Academic Affairs Calendar 2015 - 2016

| Orientation Programs | | | |
|---|--------------|------------|-----------------------|
| Sub-Activity | Start | End | Responsibility |
| University Convocation | 15/09/2015 | 15/09/2015 | VC |
| New Faculty Orientation | 10/09/2015 | 10/09/2015 | Provost |
| Academic Leadership Orientation | 17/09/2015 | 17/09/2015 | Provost/VC |
| Faculty Promotion Workshop | 12/05/2016 | 12/05/2016 | Provost |
| Colleges Nominations For Standing Committees | | | |
| Sub-Activity | Start | End | Responsibility |
| Faculty Representatives in the College Council Educational Outcomes Assessment Program and Curriculum Committee Periodic Program Review Committee General Education Committee Smart Learning Committee Promotion Advisory Group University Excellence Awards | 30/08/2015 | 13/09/2015 | Deans |
| Faculty Contracts Renewals - | | | |
| Sub-Activity | Start | End | Responsibility |
| Faculty Notifications of Resignation | | 18/02/2016 | Faculty Members |
| Colleges receive lists of faculty members whose contracts end in August 2016 | 18/10/2015 | 29/10/2015 | HR |
| Colleges submit their recommendations for faculty contracts renewal | 15/11/2015 | 23/11/2015 | Deans & Chairs |
| Decisions on Contracts Renewals | 6/12/2015 | 17/12/2015 | Provost |
| Notifications Sent to Faculty Members | | 31/01/2016 | Deans |
| Teaching Load - | | | |
| Teaching Load of Fall Semester received from the Advising Units | | 08/10/2015 | Advising Units/Deans |
| Review and Approval of faculty teaching load (including load reduction) | | 05/11/2015 | Provost |
| Last day to receive any modifications in the teaching load of Fall Semester | | 19/11/2015 | Deans |
| Teaching load of Spring Semester received from the Advising Units | | 03/03/2016 | Advising Units/Deans |
| Review and Approval of faculty teaching load (including load reduction) | | 24/03/2016 | Provost |
| Last day to receive any modifications in the teaching load of Spring Semester | | 14/04/2016 | Deans |
| Process of Payment for Teaching Overtime | | 28/04/2016 | Provost - Finance |

Faculty Performance Review (2014-2016 Cycle)

| Sub-Activity | Start | End | Responsibility |
|--|------------|------------|-------------------|
| Faculty to submit their 2-Year Work Plan | 07/09/2014 | 26/09/2014 | Faculty Members |
| Chairs discuss, revise & approve faculty plans | 28/09/2014 | 20/11/2014 | Chairs |
| Faculty to submit Interim Achievements Report | 03/05/2015 | 14/05/2015 | Faculty Members |
| Review of Interim Achievements | 16/05/2015 | 31/05/2015 | Chairs |
| Self-Study Report on Performance | 13/03/2016 | 29/03/2016 | Faculty Members |
| Department's Committee Review | 10/04/2016 | 01/05/2016 | Review Committees |
| Chair's Review | 02/05/2016 | 10/05/2016 | Chairs |
| Individual Faculty Response to the Evaluation | 11/05/2016 | 14/05/2016 | Faculty Members |
| Deans' Review | 15/05/2016 | 26/05/2016 | Deans |
| Faculty Grievance | 26/05/2016 | 31/05/2016 | Faculty Members |
| Finalization of Performance Review | 31/05/2016 | 05/06/2016 | Deans |

Faculty Performance Review (2015-2017 Cycle)

| Sub-Activity | Start | End | Responsibility |
|--|------------|------------|-------------------|
| Faculty to submit their 2-Year Work Plan | 01/09/2015 | 21/09/2015 | Faculty Members |
| Chairs discuss, revise & approve faculty plans | 27/09/2015 | 14/10/2015 | Chairs |
| Faculty to submit Interim Achievements Report | 24/04/2016 | 02/05/2016 | Faculty Members |
| Review of Interim Achievements | 03/05/2016 | 19/05/2016 | Chairs |
| Self-Study Report on Performance | 05/03/2017 | 19/03/2017 | Faculty Members |
| Department's Committee Review | 20/03/2017 | 16/04/2017 | Review Committees |
| Chair's Review | 17/04/2017 | 24/04/2017 | Chairs |
| Individual Faculty Response to the Evaluation | 25/04/2017 | 27/04/2017 | Faculty Members |
| Deans' Review | 30/04/2017 | 15/05/2017 | Deans |
| Faculty Grievance | 15/05/2017 | 20/05/2017 | Faculty Members |
| Finalization of Performance Review | 20/05/2017 | 25/05/2017 | Deans |

Visiting Professors

| Sub-Activity | Start | End | Responsibility |
|--|------------|------------|----------------|
| Colleges to submit visiting professors requests for the Spring Semester (AY 2015/2016) | 20/09/2015 | 01/10/2015 | Deans |
| Provost approval and requests sent to HR for processing | | 08/10/2015 | Provost |
| Colleges to submit visiting professors requests for the Fall Semester (AY 2016/2017) | 07/02/2016 | 18/02/2016 | Deans |
| Provost approval and requests sent to HR for processing | | 03/03/2016 | Provost |

Faculty Promotion -

| Sub-Activity | Start | End | Responsibility |
|--|------------|------------|-----------------|
| Promotion Files to be received by Department Chairs | | 13/09/2015 | Faculty Members |
| List of applicants to be sent to Academic Affairs | | 15/09/2015 | Deans |
| Departments Review (including external reviews) | 16/09/2015 | 14/01/2016 | Chairs |
| Dean's Review | 17/01/2016 | 07/02/2016 | Deans |
| College Review (if needed) | 08/02/2016 | 29/02/2016 | Deans |
| University Advisory Group | 01/03/2016 | 10/04/2016 | Provost |
| Provost's Recommendation | 11/04/2016 | 24/04/2016 | Provost |
| Vice Chancellor's Decisions | 25/04/2016 | 12/05/2016 | VC |
| Appointment of Promoted Faculty Members into the New Ranks | | 01/09/2016 | HR |

Faculty Recruitment

| Sub-Activity | Start | End | Responsibility |
|---------------------------------|------------|------------|----------------|
| Faculty Positions Advertisement | 06/09/2015 | 08/10/2015 | Deans & Chairs |
| Faculty Recruitment | 01/11/2015 | 31/01/2016 | Deans & Chairs |

Appointment of Academic Administrators

| Sub-Activity | Start | End | Responsibility |
|--|------------|------------|----------------|
| Deans to submit their recommendations for Academic Administrators | 01/03/2016 | 04/04/2016 | Deans |
| Announcement of Academic Administrators for the next academic year (2016/2017) | 01/06/2016 | 25/08/2016 | VC |

Sabbatical Leave (For National Faculty)

| Sub-Activity | Start | End | Responsibility |
|--|------------|------------|-----------------|
| Submission of Spring 2016 (AY 2015-2016) applications to the Departments | | 21/09/2015 | Faculty Members |
| Departments' recommendations for Spring sabbatical leaves | 27/09/2015 | 01/10/2015 | Chairs |
| Deans' recommendations for Spring sabbatical leaves | 11/10/2015 | 15/10/2015 | Deans |
| Decision regarding Spring sabbatical leaves | 18/10/2015 | 22/10/2015 | Provost |
| Notice of approval to faculty regarding Spring sabbatical leaves | | 26/10/2015 | Provost |
| Submission of Fall 2016 (AY 2016-2017) applications to the Departments | | 04/02/2016 | Faculty Members |

| | | | |
|--|------------|------------|---------|
| Departments' recommendations for Fall sabbatical leaves | 07/02/2016 | 11/02/2016 | Chairs |
| Deans' recommendations for Fall sabbatical leaves | 21/02/2016 | 25/02/2016 | Deans |
| Decision regarding Fall sabbatical leaves | 28/02/2016 | 10/03/2016 | Provost |
| Notice of approval to faculty regarding Fall sabbatical leaves | 13/03/2016 | 17/03/2016 | Provost |

Summer Semester

| Sub-Activity | Start | End | Responsibility |
|---|--------------|------------|-----------------------|
| Receiving Colleges requests to offer Summer Courses | | 29/02/2016 | Deans |
| Announcement of approved List of Summer Courses | | 15/03/2016 | Provost |