

Academic Affairs Calendar AY 2016 - 2017

Orientation Programs			
Sub-Activity	Start	End	Responsibility
University Convocation	6/10/2016	6/10/2016	VC
New Faculty Orientation	25/08/2016	25/08/2016	Provost
Academic Leadership Orientation	1/09/2016	1/09/2016	Provost/VC
Faculty Promotion Workshop	11/05/2017	11/05/2017	Provost
Colleges Nominations for Standing Committees			
Sub-Activity	Start	End	Responsibility
Faculty Representatives in College Council Educational Outcomes Assessment Program and Curriculum Committee Periodic Program Review Committee General Education Committee Smart Learning Committee Promotion Advisory Group CMHS Promotion Advisory Group University Excellence Awards Excellence Allowance Committee	28/08/2016	06/09/2016	Deans
Faculty Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Faculty Notifications of Resignation		31/01/2017	Faculty Members
Colleges receive lists of faculty members whose contracts end in July 2017	03/10/2016	13/10/2016	HR
Colleges submit their recommendations for faculty contracts renewal	01/11/2016	10/11/2016	Deans & Chairs
Decisions on Contracts Renewals	04/12/2016	15/12/2016	Provost
Notifications Sent to Faculty Members	02/01/2017	31/01/2017	Deans
Teaching Load			
Sub-Activity	Start	End	Responsibility
Teaching Load of Fall Semester received from the Advising Units		03/10/2016	Advising Units/Deans
Review and Approval of faculty teaching load (including load reduction)		01/11/2016	Provost
Last day to receive any modifications in the teaching load of Fall Semester		17/11/2016	Deans
Teaching load of Spring Semester received from the Advising Units		21/02/2017	Advising Units/Deans
Review and Approval of faculty teaching load (including load reduction)		16/03/2017	Provost
Last day to receive any modifications in the teaching load of Spring Semester		10/04/2017	Deans
Process of Payment for Teaching Overtime		20/04/2017	Provost - Finance

AY 2016-2017 (01 August 2016 – 31 July 2017)

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	16/05/2017	20/05/2017	Faculty Members
Finalization of Performance Review	21/05/2017	25/05/2017	Deans

Faculty Performance Review (2016-2018 Cycle)

Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	24/08/2016	21/09/2016	Faculty Members
Chairs discuss, revise & approve faculty plans	25/09/2016	13/10/2016	Chairs
Faculty to submit Interim Achievements Report	16/04/2017	27/04/2017	Faculty Members
Review of Interim Achievements	01/05/2017	18/05/2017	Chairs
Self-Study Report on Performance	04/03/2018	15/03/2018	Faculty Members
Department's Committee Review	18/03/2018	12/04/2018	Review Committees
Chair's Review	15/04/2018	23/04/2018	Chairs
Individual Faculty Response to the Evaluation	24/04/2018	27/04/2018	Faculty Members
Deans' Review	29/04/2018	14/05/2018	Deans
Faculty Grievance	15/05/2018	19/05/2018	Faculty Members
Finalization of Performance Review	20/05/2018	24/05/2018	Deans

Visiting Faculty

Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors requests for the Spring Semester 2017	18/09/2016	22/09/2016	Deans
Provost approval and requests sent to HR		29/09/2016	Provost
Colleges to submit visiting professors requests for the Fall Semester 2017	22/01/2017	31/01/2017	Deans
Provost approval and requests sent to HR		09/02/2017	Provost

Faculty Promotion

Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs		18/09/2016	Faculty Members
List of applicants to be sent to Academic Affairs		20/09/2016	Deans
Departments Review (including external reviews)	20/09/2016	17/01/2017	Chairs
Dean's Review	18/01/2017	07/02/2017	Deans
College Review (if needed)	08/02/2017	26/02/2017	Deans
University Advisory Group	01/03/2017	13/04/2017	Provost
Provost's Recommendation	16/04/2017	24/04/2017	Provost
Vice Chancellor's Decisions	25/04/2017	11/05/2017	VC
Appointment of Promoted Faculty Members into the New Ranks		01/09/2017	HR

Faculty Recruitment

Sub-Activity	Start	End	Responsibility
Faculty Positions Advertisement	21/08/2016	13/10/2016	Deans & Chairs
Faculty Recruitment	01/11/2016	31/01/2017	Deans & Chairs

Appointment of Academic Administrators

Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	05/03/2017	23/03/2017	Deans
Announcement of Academic Administrators for the next academic year (2017/2018)	01/06/2017	10/08/2017	VC

Sabbatical Leave (For National Faculty)

Sub-Activity	Start	End	Responsibility
Submission of Spring 2017 (AY 2016-2017) applications to the Departments		08/09/2016	Faculty Members
Departments' recommendations for Spring sabbatical leaves	18/09/2016	22/09/2016	Chairs
Deans' recommendations for Spring sabbatical leaves	25/09/2016	29/09/2016	Deans
Decision regarding Spring sabbatical leaves	02/10/2016	14/10/2016	Provost
Notice of approval to faculty regarding Spring sabbatical leaves		17/10/2016	Provost
Submission of Fall 2017 (AY 2016-2017) applications to the Departments		26/01/2017	Faculty Members
Departments' recommendations for Fall	29/01/2017	02/02/2017	Chairs

AY 2016-2017 (01 August 2016 – 31 July 2017)

sabbatical leaves			
Deans' recommendations for Fall sabbatical leaves	05/02/2017	09/02/2017	Deans
Decision regarding Fall sabbatical leaves	12/02/2017	23/02/2017	Provost
Notice of approval to faculty regarding Fall sabbatical leaves		28/02/2017	Provost
Summer Semester			
Sub-Activity	Start	End	Responsibility
Receiving Colleges requests to offer Summer Courses	12/02/2017	16/02/2017	Deans
Announcement of approved List of Summer Courses		02/03/2017	Provost
Textbooks for AY 2017 - 2018			
Sub-Activity	Start	End	Responsibility
Available stock of textbooks sent to all colleges	1/11/2016	28/11/2016	University Book Distribution
Department/College Committees complete relevant forms for ordering textbooks	11/12/2016	19/01/2017	Deans
Financial Officers send purchasing orders		9/02/2017	Deans