

Academic Affairs Calendar 2017-2018

Orientation Programs			
Sub-Activity	Start	End	Responsibility
University Convocation	22/08/2017	22/08/2017	VC
New Faculty Orientation	07/09/2017	07/09/2017	Provost
Academic Leadership Orientation	14/09/2017	14/09/2017	Provost/VC
Faculty Promotion Workshop	03/05/2018	03/05/2018	Provost
Colleges Nominations for Standing Committees			
Sub-Activity	Start	End	Responsibility
<ul style="list-style-type: none"> • Faculty Representatives in College Council • University Program and Curriculum Committee • Smart Learning Committee • Promotion Advisory Group • CMHS Promotion Advisory Group • University Excellence Awards and Allowance Committee • Research Ethics Review Board • Human Medical Research Ethics Committee • Animal Research Ethics Committee • Hazardous and Bio-Hazardous Materials/Processes Research Ethics Committee • Social Sciences Research Ethics Committee 	20/08/2017	10/09/2017	Deans
Faculty Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Faculty Notifications of Resignation		31/01/2018	Faculty Members
Colleges receive lists of faculty members whose contracts end July 2018	10/09/2017	05/10/2017	HR
Colleges submit their recommendations for faculty contracts renewal	08/10/2017	02/11/2017	Deans/Chairs
Decisions on Contracts Renewals	05/11/2017	30/11/2017	Provost
Notifications Sent to Faculty Members	03/12/2017	18/12/2017	Deans
Teaching Load			
Sub-Activity	Start	End	Responsibility
Teaching Load of Fall Semester received from the Advising Units		28/09/2017	Advising Units/Deans
Review and Approval of faculty teaching load (including load reduction)		19/10/2017	Provost

Last day to receive any modifications in the teaching load of Fall Semester		05/11/2017	Deans
Teaching load of Spring Semester received from the Advising Units		18/02/2018	Advising Units/Deans
Review and Approval of faculty teaching load (including load reduction)		11/03/2018	Provost
Last day to receive any modifications in the teaching load of Spring Semester		10/04/2018	Deans
Process of Payment for Teaching Overtime		22/04/2018	Provost/Finance

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	21/04/2018	Chairs
Individual Faculty Response to Evaluation	22/04/2018	24/04/2018	Faculty Members
Deans' Review	25/04/2018	07/05/2018	Deans
Faculty Grievance	08/05/2018	10/05/2018	Faculty Members
Finalization of Performance Review	11/05/2018	14/05/2018	Deans

Faculty Performance Review (2017-2019 Cycle)

Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	20/08/2017	14/09/2017	Faculty Members
Chairs discuss, revise & approve faculty plans	17/09/2017	05/10/2017	Chairs
Faculty to submit Interim Achievements Report	15/04/2018	26/04/2018	Faculty Members
Review of Interim Achievements	29/04/2018	10/05/2018	Chairs
Self-Study Report on Performance	03/03/2019	14/03/2019	Faculty Members
Department's Committee Review	17/03/2019	11/04/2019	Review Committees
Chair's Review	14/04/2019	20/04/2019	Chairs
Individual Faculty Response to Evaluation	21/04/2019	23/04/2019	Faculty Members
Deans' Review	24/04/2019	09/05/2019	Deans
Faculty Grievance	12/05/2019	14/05/2019	Faculty Members
Finalization of Performance Review	15/05/2019	20/05/2019	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors requests for the Spring Semester 2018	11/09/2017	18/09/2017	Deans
Provost approval and requests sent to HR for processing		21/09/2017	Provost
Colleges to submit visiting professors requests for the Fall Semester 2018	21/01/2018	01/02/2018	Deans
Provost approval and requests sent to HR for processing		08/02/2018	Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs		14/09/2017	Faculty Members
List of applicants to be sent to Academic Affairs		18/09/2017	Deans
Departments Review (including external reviews)	18/09/2017	07/01/2018	Chairs
Dean's Review	08/01/2018	01/02/2018	Deans
College Review (if needed)	04/02/2018	22/02/2018	Deans
University Advisory Group	25/02/2018	08/04/2018	Provost
Provost's Recommendation	09/04/2018	26/04/2018	Provost
Vice Chancellor's Decisions	29/04/2018	10/05/2018	VC
Appointment of Promoted Faculty Members into the New Ranks		01/09/2018	HR
Faculty Recruitment			
Sub-Activity	Start	End	Responsibility
Faculty Positions Advertisement	20/08/2017	19/10/2017	Deans/Chairs
Faculty Recruitment	05/11/2017	01/03/2018	Deans/Chairs
Appointment of Academic Administrators			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	08/04/2018	15/04/2018	Deans
Announcement of Administrators for the next academic year (2018/2019)	03/06/2018	05/08/2018	VC

Sabbatical Leave (for National Faculty Members)

Sub-Activity	Start	End	Responsibility
Submission of Spring 2018 (AY 2017-2018) applications to the Departments		11/09/2017	Faculty Members
Departments' recommendations for Spring sabbatical leaves	12/09/2017	18/09/2017	Chairs
Deans' recommendations for Spring sabbatical leaves	19/09/2017	28/09/2017	Deans
Decision regarding Spring sabbatical leaves	01/10/2017	08/10/2017	Provost
Notice of approval to faculty regarding Spring sabbatical leaves		10/10/2017	Provost
Submission of Fall 2018 (AY 2017-2018) applications to the Departments		18/01/2018	Faculty Members
Departments' recommendations for Fall sabbatical leaves	21/01/2018	25/01/2018	Chairs
Deans' recommendations for Fall sabbatical leaves	28/01/2018	08/02/2018	Deans
Decision regarding Fall sabbatical leaves	11/02/2018	22/02/2018	Provost
Notice of approval to faculty regarding Fall sabbatical leaves		25/02/2018	Provost

Summer Courses

Sub-Activity	Start	End	Responsibility
Receiving Colleges requests to offer Summer Courses	11/02/2018	22/02/2018	Deans
Announcement of approved List of Summer Courses		01/03/2018	Provost

Textbooks for AY 2018-2019

Sub-Activity	Start	End	Responsibility
Available stock of textbooks sent to all Colleges	24/09/2017	5/10/2017	University Book Distribution
College Committees complete relevant forms for ordering textbooks	08/10/2017	26/10/2017	Deans
Financial Officers send purchase orders (for print textbooks only)		11/01/2018	Deans