

## Academic Affairs Calendar 2018-2019

<b>Orientation Programs</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
New Faculty Orientation	16/8/2018	16/8/2018	Director, Academic Personnel Office
University Convocation	5/9/2018	5/9/2018	Vice Chancellor
Academic Leadership Orientation	12/9/2018	12/9/2018	Provost
Faculty Promotion Workshop	9/5/2019	9/5/2019	Director, Academic Personnel Office
<b>Colleges Nominations for Standing Committees</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Faculty Representatives in College Council</li> <li>• University Program and Curriculum Committee</li> <li>• University General Education Committee</li> <li>• Smart Learning Committee</li> <li>• Promotion Advisory Group</li> <li>• CMHS Promotion Advisory Group</li> <li>• University Excellence Awards and Allowance Committee</li> <li>• Research Ethics Review Board</li> <li>• Human Medical Research Ethics Committee</li> <li>• Animal Research Ethics Committee</li> <li>• Hazardous &amp; Bio-Hazardous Materials/Processes Research Ethics Committee</li> <li>• Social Sciences Research Ethics Committee</li> </ul>	12/8/2018	3/9/2018	Deans
<b>Faculty Contracts Renewals</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Faculty Notifications of Resignation		31/1/2019	Faculty Members
Colleges receive lists of faculty members whose contracts end by July 2019	9/9/2018	27/9/2018	Director, Human Resources
Colleges submit their recommendations for faculty contracts renewal	4/10/2018	18/10/2018	Chairs/Deans
Decisions on Contracts Renewals	5/11/2018	29/11/2018	Deans /Provost
Notifications Sent to Faculty Members	3/12/2018	13/12/2018	Deans
<b>Teaching Load</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Teaching Load of Fall Semester received from the Advising Units		24/9/2018	Advising Units/Deans
Review and Approval of faculty teaching load (including load reduction)		18/10/2018	Provost
Last day to receive any modifications in the teaching load of Fall Semester		5/11/2018	Deans
Teaching load of Spring Semester received from the Advising Units		11/2/2019	Advising Units/Deans
Review and Approval of faculty teaching load (including load reduction)		11/3/2019	Provost
Last day to receive any modifications in the teaching load of Spring Semester		18/3/2019	Deans

### **Faculty Performance Review (2017-2019 Cycle)**

<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Faculty to submit their 2-Year Work Plan	23/8/2017	17/9/2017	Faculty Members
Chairs discuss, revise & approve faculty plans	20/9/2017	5/10/2017	Chairs
Faculty to submit Interim Achievements Report	15/4/2018	26/4/2018	Faculty Members
Review of Interim Achievements	29/4/2018	10/5/2018	Chairs
Self-Study Report on Performance	3/3/2019	11/3/2019	Faculty Members
Department's Committee Review	12/3/2019	11/4/2019	Review Committees
Chair's Review	14/4/2019	20/4/2019	Chairs
Individual Faculty Response to Evaluation	21/4/2019	23/4/2019	Faculty Members
Deans' Review	24/4/2019	9/5/2019	Deans
Faculty Grievance	10/5/2019	15/5/2019	Faculty Members
Finalization of Performance Review	16/5/2019	20/5/2019	Deans

### **Faculty Performance Review (2018-2020 Cycle)**

<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Faculty to submit their 2-Year Work Plan	26/8/2018	23/9/2018	Faculty Members
Chairs discuss, revise & approve faculty plans	24/9/2018	22/10/2018	Chairs
Faculty to submit Interim Achievements Report	26/5/2019	15/6/2019	Faculty Members
Review of Interim Achievements	16/6/2019	27/6/2019	Chairs
Self-Study Report on Performance	12/4/2020	21/4/2020	Faculty Members
Department's Committee Review	22/4/2020	11/5/2020	Review Committees
Chair's Review	12/5/2020	23/5/2020	Chairs
Individual Faculty Response to Evaluation	24/5/2020	30/5/2020	Faculty Members
Deans' Review	31/5/2020	13/6/2020	Deans
Faculty Grievance	14/6/2020	20/6/2020	Faculty Members
Finalization of Performance Review	21/6/2020	25/6/2020	Deans

### **Visiting Faculty**

<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Colleges to submit visiting professors requests for the Spring Semester 2019	16/9/2018	25/10/2018	Deans
Provost approval and requests sent to HR for processing		30/10/2018	Provost
Colleges to submit visiting professors requests for the Fall Semester 2019	27/1/2019	11/2/2019	Deans
Provost approval and requests sent to HR for processing		18/2/2019	Provost

## Faculty Promotion

Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs		16/9/2018	Faculty Members
List of applicants to be sent to Academic Personnel Office		18/9/2018	Deans
Departments Review (including external reviews)	18/9/2018	15/1/2019	Chairs
Dean's Review	16/1/2019	7/2/2019	Deans
College Review (if needed)	10/2/2019	21/2/2019	Deans
University Advisory Group	24/2/2019	8/4/2019	Provost
Provost's Recommendation	9/4/2019	25/4/2019	Provost
Vice Chancellor's Decisions	28/4/2019	16/5/2019	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks		1/9/2019	Director, Human Resources

## Appointment of Academic Administrators

Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	17/3/2019	24/3/2019	Deans
Announcement of Administrators for the next academic year (2019/2020)	2/6/2019	8/8/2019	Vice Chancellor

## Hardcopy Textbooks for AY 2019-2020

Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	16/9/2018	27/9/2018	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks	30/9/2018	25/10/2018	Deans
Financial Officers send purchase orders (for hardcopy textbooks only)		29/11/2018	Deans

## Sabbatical Leave

Sub-Activity	Start	End	Responsibility
Submission of Spring 2019 (AY 2018-2019) applications to the Departments		30/9/2018	Faculty Members
Departments' recommendations for Spring sabbatical leaves	1/10/2018	15/10/2018	Chairs
Deans' recommendations for Spring sabbatical leaves	16/10/2018	31/10/2018	Deans
Decision regarding Spring sabbatical leaves	4/10/2018	15/11/2018	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring sabbatical leaves		29/11/2018	Provost/Vice Chancellor
Submission of Fall 2019 (AY 2019-2020) applications to the Departments		28/2/2019	Faculty Members
Departments' recommendations for Fall sabbatical leaves	3/3/2019	14/3/2019	Chairs
Deans' recommendations for Fall sabbatical leaves	17/3/2019	31/3/2019	Deans
Decision regarding Fall sabbatical leaves	1/4/2019	15/4/2019	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall sabbatical leaves		30/4/2019	Provost/Vice Chancellor