

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 General Education Committee Promotion Advisory Group University Excellence Awards	30/08/2015	13/09/2015	Deans

Faculty Contracts Renewals - [e-Form](#)

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 2015	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		22/12/2015	Deans

Teaching Load - [e-Form](#)

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 - [*e-Forms*](#)

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

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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