

## Academic Affairs Calendar 2019-2020

<b>Orientation Programs</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
New Faculty Welcome Reception (with Vice Chancellor and Provost)	21/8/2019	21/8/2019	Provost
University Convocation	5/9/2019	5/9/2019	Vice Chancellor
Academic Leadership Orientation	12/9/2019	12/9/2019	Provost
Faculty Promotion Workshop (1)	29/8/2019	29/8/2019	Provost
Faculty Promotion Workshop (2)	7/5/2020	7/5/2020	Provost
<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>• Innovation Support and Evaluation Team</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> <li>• University Peer Evaluation of Teaching (PET) Committee</li> <li>• Faculty, Undergraduate and Graduate Student Representatives in the Academic Council</li> </ul>	18/8/2019	27/8/2019	Deans
<b>Faculty and Instructors Contracts Renewals</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Notifications of Resignation	30/1/2020		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by July 2020	8/9/2019	26/9/2019	Director, Human Resources
Colleges submit their recommendations for contracts renewal	3/10/2019	17/10/2019	Chairs/Deans
Decisions on Contracts Renewals	4/11/2019	28/11/2019	Deans /Provost
Notifications Sent to Faculty Members/Instructors	15/12/2019	23/12/2019	Deans

<b>Faculty and Instructors Workload</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Reporting of Workload of Fall Semester	24/9/2019		Advising Units/Deans
Review and Approval of workload (including load reduction)	17/10/2019		Provost
Last day to receive modifications to the workload of Fall Semester	5/11/2019		Deans
Reporting of Workload of Spring Semester	11/2/2020		Advising Units/Deans
Review and Approval of workload (including load reduction)	9/3/2020		Provost
Last day to receive modifications to the workload of Spring Semester	16/3/2020		Deans
<b>Faculty and Instructors Performance Review (2018-2020 Cycle)</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
<i>Submit 2-Year Work Plan</i>	<i>26/8/2018</i>	<i>23/9/2018</i>	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve plans</i>	<i>24/9/2018</i>	<i>22/10/2018</i>	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	<i>26/5/2019</i>	<i>15/6/2019</i>	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	<i>16/6/2019</i>	<i>27/6/2019</i>	<i>Chairs</i>
Self-Study Report on Performance	12/4/2020	21/4/2020	Faculty Members/Instructors
Department's Committee Review	22/4/2020	11/5/2020	Review Committees
Chair's Review	12/5/2020	23/5/2020	Chairs
Individual Faculty/Instructor Response to Evaluation	24/5/2020	30/5/2020	Faculty Members/Instructors
Deans' Review	31/5/2020	13/6/2020	Deans
Faculty/Instructors Grievance	14/6/2020	20/6/2020	Faculty Members/Instructors
Finalization of Performance Review	21/6/2020	25/6/2020	Deans
<b>Faculty and Instructors Performance Review (2019-2021 Cycle)</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Faculty to submit their 2-Year Work Plan	25/8/2019	21/9/2019	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	22/9/2019	17/10/2019	Chairs
Faculty and instructors to submit Interim Achievements Report	24/5/2020	13/6/2020	Faculty Members/Instructors
Review of Interim Achievements	14/6/2020	25/6/2020	Chairs
Self-Study Report on Performance	11/4/2021	20/4/2021	Faculty Members/Instructors
Department's Committee Review	21/4/2021	10/5/2021	Review Committees
Chair's Review	11/5/2021	22/5/2021	Chairs
Individual Faculty/Instructor Response to Evaluation	23/5/2021	29/5/2021	Faculty Members/Instructors
Deans' Review	30/5/2021	12/6/2021	Deans
Faculty/Instructors Grievance	13/6/2021	19/6/2021	Faculty Members/Instructors
Finalization of Performance Review	20/6/2021	24/6/2021	Deans

<b>Visiting Faculty</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Colleges to submit visiting professors requests for the Spring Semester 2020	15/9/2019	24/10/2019	Deans
Provost approval and requests sent to HR for processing	31/10/2019		Provost
Colleges to submit visiting professors requests for the Fall Semester 2020	26/1/2020	10/2/2020	Deans
Provost approval and requests sent to HR for processing	27/2/2020		Provost
<b>Faculty Promotion</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Promotion Files to be received by Department Chairs	16/9/2019		Faculty Members
List of applicants to be sent to Provost Office	19/9/2019		Deans
Departments Review (including external reviews)	22/9/2019	16/1/2020	Chairs
Dean's Review	19/1/2020	6/2/2020	Deans
College Review (if needed)	9/2/2020	20/2/2020	Deans
University Advisory Group	1/3/2020	16/4/2020	Provost
Provost's Recommendation	19/4/2020	30/4/2020	Provost
Vice Chancellor's Decisions	3/5/2020	14/5/2020	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	1/9/2020		Director, Human Resources
<b>Appointment of Academic Administrators</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Deans to submit their recommendations for Academic Administrators	15/3/2020	25/3/2020	Deans
Announcement of Administrators for the next academic year (2019/2020)	7/6/2020	13/8/2020	Vice Chancellor
<b>Hardcopy Textbooks for AY 2020-2021</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Available stock of hardcopy textbooks sent to all Colleges	15/9/2018	26/9/2018	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks	29/9/2018	24/10/2018	Deans
Financial Officers send purchase orders (for hardcopy textbooks only)	21/11/2018		Deans

<b>Sabbatical Leave</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Submission of Spring 2020 (AY 2019-2020) applications to the Departments	29/9/2019		Faculty Members
Departments' recommendations for Spring sabbatical leaves	30/9/2019	14/10/2019	Chairs
Deans' recommendations for Spring sabbatical leaves	15/10/2019	31/10/2019	Deans
Decision regarding Spring sabbatical leaves	03/11/2019	14/11/2019	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring sabbatical leaves	28/11/2019		Provost/Vice Chancellor
Submission of Fall 2020 (AY 2020-2021) applications to the Departments	27/2/2020		Faculty Members
Departments' recommendations for Fall sabbatical leaves	1/3/2020	12/3/2020	Chairs
Deans' recommendations for Fall sabbatical leaves	15/3/2020	31/3/2020	Deans
Decision regarding Fall sabbatical leaves	1/4/2020	16/4/2020	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall sabbatical leaves	30/4/2020		Provost/Vice Chancellor