

Academic Affairs Calendar 2020-2021

Orientation Programs			
Sub-Activity	Start	End	Responsibility
New Faculty Academic Orientation (with Vice Chancellor and Provost)	19/8/2020	19/8/2020	Provost
University Convocation	15/9/2020	15/9/2020	Vice Chancellor
Academic Leadership Orientation	24/9/2020	24/9/2020	Provost
Faculty Promotion Workshop (1)	8/9/2020	8/9/2020	Provost
Faculty Promotion Workshop (2)	20/5/2021	20/5/2021	Provost
Colleges Nominations for Standing Committees			
Sub-Activity	Start	End	Responsibility
<ul style="list-style-type: none"> • Faculty and Students Representatives in the Academic Council • Faculty Representatives in the College Council • University Program and Curriculum Committee • University General Education Committee • Promotion Advisory Group (except for CMHS) • CMHS Promotion Advisory Group (CMHS only) • University Excellence Awards and Allowance Committee • Innovation Support and Evaluation Team • Research Ethics Review Board • Human Medical Research Ethics Committee • Animal Research Ethics Committee • Hazardous & Bio-Hazardous Materials/Processes Research Ethics Committee • Social Sciences Research Ethics Committee • University Peer Evaluation of Teaching (PET) Committee 	16/8/2020	7/9/2020	Deans
Faculty and Instructors Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Notifications of Resignation	31/1/2021		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by July 2021	6/9/2020	24/9/2020	Director, Human Resources
Colleges submit their recommendations for contracts renewal	1/10/2020	15/10/2020	Chairs/Deans
Decisions on Contracts Renewals	5/11/2020	26/11/2020	Deans /Provost
Notifications sent to Faculty Members/Instructors	13/12/2020	21/12/2020	Deans

Faculty and Instructors Workload			
Sub-Activity	Start	End	Responsibility
Reporting of Workload of Fall 2020	24/9/2020		Advising Units/Deans
Review and Approval of Fall Workload	22/10/2020		Provost
Last day to receive modifications to Fall workload	5/11/2020		Deans
Reporting of Workload of Spring 2021	11/2/2021		Advising Units/Deans
Review and Approval of Spring Workload	11/3/2021		Provost
Last day to receive modifications to Spring workload	25/3/2021		Deans
Reporting of Workload of Summer 2021	1/6/2021		Advising Units/Deans
Review and Approval of Summer Workload	10/6/2021		Provost
Last day to receive modifications to Summer workload	15/6/2021		Deans
Faculty and Instructors Performance Review (2019-2021 Cycle)			
Sub-Activity	Start	End	Responsibility
<i>Submit 2-Year Work Plan</i>	<i>25/8/2019</i>	<i>21/9/2019</i>	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve plans</i>	<i>22/9/2019</i>	<i>17/10/2019</i>	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	<i>24/5/2020</i>	<i>13/6/2020</i>	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	<i>14/6/2020</i>	<i>25/6/2020</i>	<i>Chairs</i>
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
Faculty and Instructors Performance Review (2020-2022 Cycle)			
Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	25/8/2020	19/9/2020	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	20/9/2020	17/10/2020	Chairs
Faculty and instructors to submit Interim Achievements Report	11/5/2021	29/5/2021	Faculty Members/Instructors
Review of Interim Achievements	30/5/2021	21/6/2021	Chairs
Self-Study Report on Performance	10/4/2022	23/4/2022	Faculty Members/Instructors
Department's Committee Review	24/4/2022	17/5/2022	Review Committees
Chair's Review	18/5/2022	1/6/2022	Chairs
Individual Faculty/Instructor Response to Evaluation	2/6/2022	6/6/2022	Faculty Members/Instructors
Deans' Review	7/6/2022	20/6/2022	Deans
Faculty/Instructors Grievance	21/6/2022	25/6/2022	Faculty Members/Instructors
Finalization of Performance Review	26/6/2022	30/6/2022	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors' requests for the Spring Semester 2021	13/9/2020	22/10/2020	Deans
Provost approval and requests sent to HR for processing	12/11/2020		Provost
Colleges to submit visiting professors' requests for the Fall Semester 2021	24/1/2021	11/2/2021	Deans
Provost approval and requests sent to HR for processing	25/2/2021		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	15/9/2020		Faculty Members
List of applicants to be sent to Provost Office	20/9/2020		Deans
Departments Review (including external reviews)	21/9/2020	14/1/2021	Chairs
Dean's Review	17/1/2021	4/2/2021	Deans
College Review (if needed)	7/2/2021	25/2/2021	Deans
University Advisory Group	1/3/2021	15/4/2021	Provost
Provost's Recommendation	18/4/2021	29/4/2021	Provost
Vice Chancellor's Decisions	2/5/2021	18/5/2021	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	1/9/2021		Director, Human Resources
Appointment of Academic Administrators			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	14/3/2021	25/3/2021	Deans
Announcement of Administrators for the next academic year (2021/2022)	9/7/2021	12/8/2021	Vice Chancellor
Hardcopy Textbooks for AY 2021-2022			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	18/4/2021	29/4/2021	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	2/5/2021	20/5/2021	Deans

Sabbatical Leave			
Sub-Activity	Start	End	Responsibility
Submission of Spring 2021 (AY 2020-2021) applications to the Departments	30/9/2020		Faculty Members
Departments' recommendations for Spring sabbatical leaves	1/10/2020	15/10/2020	Chairs
Deans' recommendations for Spring sabbatical leaves	18/10/2020	29/10/2020	Deans
Decision regarding Spring sabbatical leaves	1/11/2020	15/11/2020	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring sabbatical leaves	30/11/2020		Provost/Vice Chancellor
Submission of Fall 2021 (AY 2021-2022) applications to the Departments	28/2/2021		Faculty Members
Departments' recommendations for Fall sabbatical leaves	1/3/2021	15/3/2021	Chairs
Deans' recommendations for Fall sabbatical leaves	16/3/2021	31/3/2021	Deans
Decision regarding Fall sabbatical leaves	1/4/2021	15/4/2021	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall sabbatical leaves	29/4/2021		Provost/Vice Chancellor