

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 Periodic Program Review Committee General Education Committee Smart Learning Committee Promotion Advisory Group University Excellence Awards	30/08/2015	13/09/2015	Deans

Faculty Contracts Renewals

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 2016	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

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			
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