

Academic Affairs Calendar 2021-2022

Orientation Programs			
Sub-Activity	Start	End	Responsibility
New Faculty Academic Orientation (with Vice Chancellor and Provost)	19/08/2021	19/08/2021	Provost
University Convocation	06/09/2021	06/09/2021	Vice Chancellor
Academic Leadership Orientation	23/09/2021	23/09/2021	Provost
Faculty Promotion Workshop (1)	09/09/2021	09/09/2021	Provost
Faculty Promotion Workshop (2)	20/05/2022	20/05/2022	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 and Bio-Hazardous Materials/ Research Processes Ethics Committee • Social Sciences Research Ethics Committee • University Peer Evaluation of Teaching (PET) Committee 	15/8/2021	26/8/2021	Deans
• Graduate Program and Curriculum Sub-Committee	15/08/2021	26/08/2021	Dean, College of Graduate Studies
Faculty and Instructors Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Notifications of Resignation	31/01/2022		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by July 2022	05/09/2021	23/09/2021	Director, Human Resources
Colleges submit their recommendations for contracts renewal	03/10/2021	14/10/2021	Chairs/Deans
Decisions on Contracts Renewals	04/11/2021	25/11/2021	Deans/Provost
Notifications sent to Faculty Members/Instructors	12/12/2021	21/12/2021	Deans

Faculty and Instructors Workload			
Sub-Activity	Start	End	Responsibility
Reporting of Workload of Fall 2021	23/09/2021		Advising Units/Deans
Review and Approval of Fall Workload	21/10/2021		Provost
Last day to receive modifications to Fall workload	4/11/2021		Deans
Reporting of Workload of Spring 2022	11/02/2022		Advising Units/Deans
Review and Approval of Spring Workload	11/03/2022		Provost
Last day to receive modifications to Spring workload	25/03/2022		Deans
Reporting of Workload of Summer 2022	27/05/2022		Advising Units/Deans
Review and Approval of Summer Workload	10/06/2022		Provost
Last day to receive modifications to Summer workload	16/06/2022		Deans
Faculty and Instructors Performance Review (2020-2022 Cycle)			
Sub-Activity	Start	End	Responsibility
<i>Submit 2-Year Work Plan</i>	25/08/2020	19/09/2020	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve plans</i>	20/9/2020	17/10/2020	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	11/05/2021	29/05/2021	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	30/05/2021	21/06/2021	<i>Chairs</i>
Self-Study Report on Performance	11/04/2022	24/04/2022	Faculty Members/Instructors
Department's Committee Review	25/04/2022	18/05/2022	Review Committees
Chair's Review	19/05/2022	02/06/2022	Chairs
Individual Faculty/Instructor Response to Evaluation	03/06/2022	07/06/2022	Faculty Members/Instructors
Deans' Review	08/06/2022	21/06/2022	Deans
Faculty/Instructors Grievance	22/06/2022	26/06/2022	Faculty Members/Instructors
Finalization of Performance Review	27/06/2022	30/06/2022	Deans
Faculty and Instructors Performance Review (2021-2023 Cycle)			
Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	25/08/2021	19/09/2021	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	20/09/2021	17/10/2021	Chairs
Faculty and instructors to submit Interim Achievements Report	11/05/2022	30/05/2022	Faculty Members/Instructors
Review of Interim Achievements	31/05/2022	22/06/2022	Chairs
Self-Study Report on Performance	11/04/2023	24/04/2023	Faculty Members/Instructors
Department's Committee Review	25/04/2023	18/05/2023	Review Committees
Chair's Review	19/05/2023	02/06/2023	Chairs
Individual Faculty/Instructor Response to Evaluation	03/06/2023	07/06/2023	Faculty Members/Instructors
Deans' Review	08/06/2023	21/06/2023	Deans
Faculty/Instructors Grievance	22/06/2023	26/06/2023	Faculty Members/Instructors
Finalization of Performance Review	27/06/2023	30/06/2023	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors' requests for the Spring Semester 2022	12/9/2021	28/10/2021	Deans
Provost approval and requests sent to HR for processing	14/11/2021		Provost
Colleges to submit visiting professors' requests for the Fall Semester 2022	21/02/2022	07/03/2022	Deans
Provost approval and requests sent to HR for processing	25/03/2022		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	15/09/2021		Faculty Members
List of applicants to be sent to Provost Office	19/09/2021		Deans
Departments Review (including external reviews)	20/09/2021	14/01/2022	Chairs
Dean's Review	17/01/2022	04/02/2022	Deans
College Review (if needed)	07/02/2022	25/02/2022	Deans
University Advisory Group	01/03/2022	15/04/2022	Provost
Provost's Recommendation	18/04/2022	29/04/2022	Provost
Vice Chancellor's Decisions	02/05/2022	20/05/2022	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	1/9/2022		Director, Human Resources
Appointment of Academic Administrators for AY 2022-2023			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	02/05/2022	20/05/2022	Deans
Announcement of Administrators for the next academic year (2021/2022)	11/07/2022	12/08/2022	Vice Chancellor
Hardcopy Textbooks for AY 2022-2023			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	18/4/2022	29/4/2022	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	02/05/2022	20/05/2022	Deans

Sabbatical Leave			
Sub-Activity	Start	End	Responsibility
Submission of Spring 2022 (AY 2021-2022) applications to the Departments	30/09/2021		Faculty Members
Departments' recommendations for Spring 2022 sabbatical leaves	03/10/2021	14/10/2021	Chairs
Deans' recommendations for Spring 2022 sabbatical leaves	17/10/2021	28/10/2021	Deans
Decision regarding Spring 2022 sabbatical leaves	1/11/2021	15/11/2021	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring 2022 sabbatical leaves	02/12/2021		Provost/Vice Chancellor
Submission of Fall 2022 (AY 2022-2023) applications to the Departments	28/02/2022		Faculty Members
Departments' recommendations for Fall 2023 sabbatical leaves	01/03/2022	15/03/2022	Chairs
Deans' recommendations for Fall 2023 sabbatical leaves	16/03/2022	01/04/2022	Deans
Decision regarding Fall 2023 sabbatical leaves	04/04/2022	15/04/2022	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall 2023 sabbatical leaves	29/04/2022		Provost/Vice Chancellor