

## **Academic Affairs Calendar 2023-2024**

<b>Orientation Programs</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
New Faculty Academic Orientation	01/09/2023	01/09/2023	Provost
University Convocation	12/09/2023	12/09/2023	Vice Chancellor
Academic Leadership Orientation	22/09/2023	22/09/2023	Provost
Faculty Promotion Workshop (1)	08/09/2023	08/09/2023	Provost
Faculty Promotion Workshop (2)	17/05/2024	17/05/2024	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 and Students Representatives in the Academic Council</li> <li>• Faculty Representatives in the College Council</li> <li>• University Program and Curriculum Committee</li> <li>• University General Education Committee</li> <li>• Promotion Advisory Group (except for CMHS)</li> <li>• CMHS Promotion Advisory Group (CMHS only)</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 and Bio-Hazardous Materials/ Research Processes Ethics Committee</li> <li>• Social Sciences Research Ethics Committee</li> <li>• University Peer Evaluation of Teaching (PET) Committee</li> </ul>	06/06/2023	20/06/2023	Deans
• Graduate Program and Curriculum Sub-Committee	29/05/2023	06/06/2023	Dean, College of Graduate Studies
<b>Faculty and Instructors Contracts Renewals</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Notifications of Resignation	31/01/2024		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by 31 July 2024	04/09/2023	22/09/2023	Director, Human Resources
Colleges submit their recommendations for contracts renewal	02/10/2023	16/10/2023	Chairs/Deans
Decisions on Contracts Renewals	06/11/2023	24/11/2023	Deans/Provost
Notifications sent to Faculty Members/Instructors	11/12/2023	22/12/2023	Deans

<b>Faculty and Instructors Workload</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Reporting of Workload of <b>Fall 2023</b>	22/09/2023		Advising Units/Deans
Review and Approval of Fall Workload	20/10/2023		Provost
Last day to receive modifications to Fall workload	03/11/2023		Deans
Reporting of Workload of <b>Spring 2024</b>	09/02/2024		Advising Units/Deans
Review and Approval of Spring Workload	08/03/2024		Provost
Last day to receive modifications to Spring workload	22/03/2024		Deans
Reporting of Workload of <b>Summer 2024</b>	22/05/2024		Advising Units/Deans
Review and Approval of Summer Workload	07/06/2024		Provost
Last day to receive modifications to Summer workload	14/06/2024		Deans
<b>Faculty and Instructors Performance Review (2022-2024 Cycle)</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
<i>Submit 2-Year Work Plan</i>	<i>25/08/2022</i>	<i>20/09/2022</i>	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve plans</i>	<i>21/9/2022</i>	<i>21/10/2022</i>	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	<i>11/05/2023</i>	<i>30/05/2023</i>	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	<i>31/05/2023</i>	<i>23/06/2023</i>	<i>Chairs</i>
Self-Study Report on Performance	11/04/2024	24/04/2024	Faculty Members/Instructors
Department's Committee Review	25/04/2024	15/05/2024	Review Committees
Chair's Review	16/05/2024	02/06/2024	Chairs
Individual Faculty/Instructor Response to Evaluation	03/06/2024	05/06/2024	Faculty Members/Instructors
Deans' Review	06/06/2024	21/06/2024	Deans
Faculty/Instructors Grievance	22/06/2024	25/06/2024	Faculty Members/Instructors
Finalization of Performance Review	26/06/2024	28/06/2024	Deans
<b>Faculty and Instructors Performance Review (2023-2025 Cycle)</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Faculty to submit their 2-Year Work Plan	24/08/2023	19/09/2023	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	20/09/2023	20/10/2023	Chairs
Faculty and instructors to submit Interim Achievements Report	13/05/2024	31/05/2024	Faculty Members/Instructors
Review of Interim Achievements	03/06/2024	26/06/2024	Chairs
Self-Study Report on Performance	07/04/2025	20/04/2025	Faculty Members/Instructors
Department's Committee Review	21/04/2025	12/05/2025	Review Committees
Chair's Review	13/05/2025	29/05/2025	Chairs
Individual Faculty/Instructor Response to Evaluation	30/05/2025	02/06/2025	Faculty Members/Instructors
Deans' Review	03/06/2025	20/06/2025	Deans
Faculty/Instructors Grievance	21/06/2025	24/06/2025	Faculty Members/Instructors
Finalization of Performance Review	25/06/2025	27/06/2025	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors’ requests for the <b>Spring Semester 2024</b>	11/9/2023	27/10/2023	Deans
Provost approval and requests sent to HR for processing	13/11/2023		Provost
Colleges to submit visiting professors’ requests for the <b>Fall Semester 2024</b>	19/02/2024	08/03/2024	Deans
Provost approval and requests sent to HR for processing	25/03/2024		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	15/09/2023		Faculty Members
List of applicants to be sent to Provost Office	21/09/2023		Deans
Departments Review (including external reviews)	22/09/2023	12/01/2024	Chairs
Dean's Review	15/01/2024	02/02/2024	Deans
College Review (if needed)	05/02/2024	26/02/2024	Deans
University Advisory Group	04/03/2024	12/04/2024	Provost
Provost's Recommendation	15/04/2024	26/04/2024	Provost
Vice Chancellor's Decisions	29/04/2024	17/05/2024	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	01/09/2024		Director, Human Resources
Appointment of Academic Administrators for AY 2024-2025			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	06/05/2024	20/05/2024	Deans
Announcement of Administrators for the next academic year (2024-2025)	15/07/2024	09/08/2024	Vice Chancellor
Hardcopy Textbooks for AY 2024-2025			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	15/4/2024	26/4/2024	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	01/05/2024	17/05/2024	Deans

<b>Sabbatical Leave</b>			
<b>Sub-Activity</b>	<b>Start</b>	<b>End</b>	<b>Responsibility</b>
Submission of <b>Spring 2024 (AY 2023-2024)</b> applications to the Departments	29/09/2023		Faculty Members
Departments' recommendations for Spring 2024 sabbatical leaves	02/10/2023	13/10/2023	Chairs
Deans' recommendations for Spring 2024 sabbatical leaves	16/10/2023	27/10/2023	Deans
Decision regarding Spring 2024 sabbatical leaves	01/11/2023	20/11/2023	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring 2024 sabbatical leaves	08/12/2023		Provost/Vice Chancellor
Submission of <b>Fall 2024 (AY 2024-2025)</b> applications to the Departments	01/03/2024		Faculty Members
Departments' recommendations for Fall 2024 sabbatical leaves	04/03/2024	15/03/2024	Chairs
Deans' recommendations for Fall 2024 sabbatical leaves	18/03/2024	29/03/2024	Deans
Decision regarding Fall 2024 sabbatical leaves	01/04/2024	19/04/2024	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall 2024 sabbatical leaves	06/05/2024		Provost/Vice Chancellor