

Academic Affairs Calendar 2026-2027

Orientation Programs			
Sub-Activity	Start	End	Responsibility
New Faculty Academic Orientation	04/09/2026	04/09/2026	Provost
University Convocation	07/09/2026	07/09/2026	Vice Chancellor
Academic Leadership Orientation	25/09/2026	25/09/2026	Provost
Faculty Promotion Workshop (1)	04/09/2026	04/09/2026	Provost
Faculty Promotion Workshop (2)	14/05/2027	14/05/2027	Provost
Colleges Nominations for Standing Committees			
Sub-Activity	Start	End	Responsibility
• 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	08/06/2026	23/06/2026	Deans
• Graduate Program and Curriculum Sub-Committee	08/06/2026	23/06/2026	Dean, College of Graduate Studies
• University Peer Evaluation of Teaching (PET) Committee	21/09/2026	29/09/2026	CETL and Deans
Faculty and Instructors Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Notifications of Resignation	31/01/2027		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by 31 July 2027	01/09/2026	18/09/2026	Director, Human Resources
Colleges submit their recommendations for contracts renewal	28/09/2026	16/10/2026	Chairs/Deans
Decisions on Contracts Renewals	02/11/2026	20/11/2026	Deans/Provost
Notifications sent to Faculty Members/Instructors	07/12/2026	18/12/2026	Deans

Faculty and Instructors Workload			
Sub-Activity	Start	End	Responsibility
Reporting Workload for Fall 2026	23/09/2026		Advising Units/Deans
Review and Approval of Fall Workload	23/10/2026		Provost
Last day to receive modifications to Fall workload	06/11/2026		Deans
Reporting Workload for Spring 2027	12/02/2027		Advising Units/Deans
Review and Approval of Spring Workload	12/03/2027		Provost
Last day to receive modifications to Spring workload	26/03/2027		Deans
Reporting Workload for Summer 2027	01/06/2027		Advising Units/Deans
Review and Approval of Summer Workload	11/06/2027		Provost
Last day to receive modifications to Summer Workload	18/06/2027		Deans
Faculty and Instructors Performance Review (2025-2027 Cycle)			
Sub-Activity	Start	End	Responsibility
<i>Faculty to submit their 2-Year Work Plan</i>	25/08/2025	28/09/2025	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve faculty plans</i>	29/09/2025	31/10/2025	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	11/05/2026	31/05/2026	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	01/06/2026	29/06/2026	<i>Chairs</i>
Self-Study Report on Performance	05/04/2027	18/04/2027	Faculty Members/Instructors
Department's Committee Review	19/04/2027	16/05/2027	Review Committees
Chair's Review	17/05/2027	30/05/2027	Chairs
Individual Faculty/Instructor Response to Evaluation	31/05/2027	03/06/2027	Faculty Members/Instructors
Deans' Review	04/06/2027	21/06/2027	Deans
Faculty/Instructors Grievance	22/06/2027	25/06/2027	Faculty Members/Instructors
Finalization of Performance Review	26/06/2027	29/06/2027	Deans
Faculty and Instructors Performance Review (2026-2028 Cycle)			
Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	24/08/2026	27/09/2026	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	28/09/2026	30/10/2026	Chairs
Faculty and instructors to submit Interim Achievements Report	10/05/2027	30/05/2027	Faculty Members/Instructors
Review of Interim Achievements	31/05/2027	28/06/2027	Chairs
Self-Study Report on Performance	04/04/2028	17/04/2028	Faculty Members/Instructors
Department's Committee Review	18/04/2028	15/05/2028	Review Committees
Chair's Review	16/05/2028	29/05/2028	Chairs
Individual Faculty/Instructor Response to Evaluation	30/05/2028	02/06/2028	Faculty Members/Instructors
Deans' Review	03/06/2028	20/06/2028	Deans
Faculty/Instructors Grievance	21/06/2028	24/06/2028	Faculty Members/Instructors
Finalization of Performance Review	25/06/2028	28/06/2028	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors’ requests for Spring Semester 2027 (AY 2026-2027)	07/9/2026	16/10/2026	Deans
Provost approval and requests sent to HR for processing	09/11/2026		Provost
Colleges to submit visiting professors’ requests for Fall Semester 2027 (AY 2027-2028)	15/02/2027	12/03/2027	Deans
Provost approval and requests sent to HR for processing	29/03/2027		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	14/09/2026		Faculty Members
List of applicants to be sent to Provost Office	18/09/2026		Deans
Departments Review (including external reviews)	21/09/2026	08/01/2027	Chairs
Dean's Review	11/01/2027	29/01/2027	Deans
College Review (if needed)	01/02/2027	26/02/2027	Deans
University Advisory Group	01/03/2027	09/04/2027	Provost
Provost's Recommendation	12/04/2027	23/04/2027	Provost
Vice Chancellor's Decisions	26/04/2027	14/05/2027	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	01/09/2027		Director, Human Resources
Appointment of Academic Administrators for AY 2027-2028			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	03/05/2027	21/05/2027	Deans
Announcement of Administrators for the next academic year (2027-2028)	12/07/2027	06/08/2027	Vice Chancellor
Hardcopy Textbooks for AY 2027-2028			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	12/4/2027	23/4/2027	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	03/05/2027	14/05/2027	Deans

Sabbatical Leave			
Sub-Activity	Start	End	Responsibility
Submission of Spring 2027 (AY 2026-2027) applications to the Departments	25/09/2026		Faculty Members
Departments' recommendations for Spring 2027 sabbatical leaves	28/09/2026	09/10/2026	Chairs
Deans' recommendations for Spring 2027 sabbatical leaves	12/10/2026	23/10/2026	Deans
Decision regarding Spring 2027 sabbatical leaves	02/11/2026	20/11/2026	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring 2027 sabbatical leaves	30/11/2026		Provost/Vice Chancellor
Submission of Fall 2027 (AY 2027-2028) applications to the Departments	26/02/2027		Faculty Members
Departments' recommendations for Fall 2027 sabbatical leaves	01/03/2027	12/03/2027	Chairs
Deans' recommendations for Fall 2027 sabbatical leaves	15/03/2027	26/03/2027	Deans
Decision regarding Fall 2027 sabbatical leaves	29/03/2027	16/04/2027	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall 2027 sabbatical leaves	03/05/2027		Provost/Vice Chancellor