

Academic Affairs Calendar 2024-2025

Orientation Programs			
Sub-Activity	Start	End	Responsibility
New Faculty Academic Orientation	02/09/2024	02/09/2024	Provost
University Convocation	09/09/2024	09/09/2024	Vice Chancellor
Academic Leadership Orientation	20/09/2024	20/09/2024	Provost
Faculty Promotion Workshop (1)	06/09/2024	06/09/2024	Provost
Faculty Promotion Workshop (2)	16/05/2025	16/05/2025	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	03/06/2024	18/06/2024	Deans
• Graduate Program and Curriculum Sub-Committee	03/06/2024	18/06/2024	Dean, College of Graduate Studies
• University Peer Evaluation of Teaching (PET) Committee	23/09/2024	27/09/2024	CETL and Deans
Faculty and Instructors Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Notifications of Resignation	31/01/2025		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by 31 July 2024	02/09/2024	20/09/2024	Director, Human Resources
Colleges submit their recommendations for contracts renewal	30/09/2024	18/10/2024	Chairs/Deans
Decisions on Contracts Renewals	04/11/2024	22/11/2024	Deans/Provost
Notifications sent to Faculty Members/Instructors	09/12/2024	20/12/2024	Deans

Faculty and Instructors Workload			
Sub-Activity	Start	End	Responsibility
Reporting of Workload of Fall 2024	20/09/2024		Advising Units/Deans
Review and Approval of Fall Workload	18/10/2024		Provost
Last day to receive modifications to Fall workload	08/11/2024		Deans
Reporting of Workload of Spring 2025	14/02/2025		Advising Units/Deans
Review and Approval of Spring Workload	14/03/2025		Provost
Last day to receive modifications to Spring workload	28/03/2025		Deans
Reporting of Workload of Summer 2025	26/05/2025		Advising Units/Deans
Review and Approval of Summer Workload	09/06/2025		Provost
Last day to receive modifications to Summer Workload	13/06/2025		Deans
Faculty and Instructors Performance Review (2023-2025 Cycle)			
Sub-Activity	Start	End	Responsibility
<i>Faculty to submit their 2-Year Work Plan</i>	<i>24/08/2023</i>	<i>19/09/2023</i>	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve faculty plans</i>	<i>20/09/2023</i>	<i>20/10/2023</i>	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	<i>13/05/2024</i>	<i>31/05/2024</i>	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	<i>03/06/2024</i>	<i>26/06/2024</i>	<i>Chairs</i>
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
Faculty and Instructors Performance Review (2024-2026 Cycle)			
Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	23/08/2024	20/09/2024	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	23/09/2024	21/10/2024	Chairs
Faculty and instructors to submit Interim Achievements Report	12/05/2025	30/05/2025	Faculty Members/Instructors
Review of Interim Achievements	02/06/2025	27/06/2025	Chairs
Self-Study Report on Performance	06/04/2026	20/04/2026	Faculty Members/Instructors
Department's Committee Review	21/04/2026	11/05/2026	Review Committees
Chair's Review	12/05/2026	28/05/2026	Chairs
Individual Faculty/Instructor Response to Evaluation	29/05/2026	01/06/2026	Faculty Members/Instructors
Deans' Review	02/06/2026	19/06/2026	Deans
Faculty/Instructors Grievance	20/06/2026	22/06/2026	Faculty Members/Instructors
Finalization of Performance Review	23/06/2026	26/06/2026	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors’ requests for the Spring Semester 2025	09/9/2024	25/10/2024	Deans
Provost approval and requests sent to HR for processing	11/11/2024		Provost
Colleges to submit visiting professors’ requests for the Fall Semester 2025	17/02/2025	07/03/2025	Deans
Provost approval and requests sent to HR for processing	24/03/2025		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	16/09/2024		Faculty Members
List of applicants to be sent to Provost Office	20/09/2024		Deans
Departments Review (including external reviews)	23/09/2024	10/01/2025	Chairs
Dean's Review	13/01/2025	31/01/2025	Deans
College Review (if needed)	03/02/2025	28/02/2025	Deans
University Advisory Group	03/03/2025	11/04/2025	Provost
Provost's Recommendation	14/04/2025	25/04/2025	Provost
Vice Chancellor's Decisions	28/04/2025	16/05/2025	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	01/09/2025		Director, Human Resources
Appointment of Academic Administrators for AY 2025-2026			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	05/05/2025	23/05/2025	Deans
Announcement of Administrators for the next academic year (2024-2025)	14/07/2025	08/08/2025	Vice Chancellor
Hardcopy Textbooks for AY 2025-2026			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	14/4/2025	25/4/2025	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	05/05/2025	16/05/2025	Deans

Sabbatical Leave			
Sub-Activity	Start	End	Responsibility
Submission of Spring 2025 (AY 2024-2025) applications to the Departments	27/09/2024		Faculty Members
Departments' recommendations for Spring 2025 sabbatical leaves	30/09/2024	11/10/2024	Chairs
Deans' recommendations for Spring 2025 sabbatical leaves	14/10/2024	25/10/2024	Deans
Decision regarding Spring 2025 sabbatical leaves	04/11/2024	22/11/2024	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring 2025 sabbatical leaves	09/12/2024		Provost/Vice Chancellor
Submission of Fall 2025 (AY 2025-2026) applications to the Departments	28/02/2025		Faculty Members
Departments' recommendations for Fall 2025 sabbatical leaves	03/03/2025	14/03/2025	Chairs
Deans' recommendations for Fall 2025 sabbatical leaves	17/03/2025	28/03/2025	Deans
Decision regarding Fall 2025 sabbatical leaves	31/03/2025	18/04/2025	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall 2025 sabbatical leaves	05/05/2025		Provost/Vice Chancellor