

Academic Affairs Calendar 2022-2023

Orientation Programs			
Sub-Activity	Start	End	Responsibility
New Faculty Academic Orientation (with Vice Chancellor and Provost)	29/08/2022	29/08/2022	Provost
University Convocation	12/09/2022	12/09/2022	Vice Chancellor
Academic Leadership Orientation	22/09/2022	22/09/2022	Provost
Faculty Promotion Workshop (1)	08/09/2022	08/09/2022	Provost
Faculty Promotion Workshop (2)	19/05/2023	19/05/2023	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 	16/8/2022	23/8/2022	Deans
• Graduate Program and Curriculum Sub-Committee	16/08/2022	23/08/2022	Dean, College of Graduate Studies
Faculty and Instructors Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Notifications of Resignation	31/01/2023		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by July 2023	06/09/2022	23/09/2022	Director, Human Resources
Colleges submit their recommendations for contracts renewal	04/10/2022	17/10/2022	Chairs/Deans
Decisions on Contracts Renewals	07/11/2022	25/11/2022	Deans/Provost
Notifications sent to Faculty Members/Instructors	12/12/2022	21/12/2022	Deans

Faculty and Instructors Workload			
Sub-Activity	Start	End	Responsibility
Reporting of Workload of Fall 2022	23/09/2022		Advising Units/Deans
Review and Approval of Fall Workload	21/10/2022		Provost
Last day to receive modifications to Fall workload	4/11/2022		Deans
Reporting of Workload of Spring 2023	10/02/2023		Advising Units/Deans
Review and Approval of Spring Workload	10/03/2023		Provost
Last day to receive modifications to Spring workload	24/03/2023		Deans
Reporting of Workload of Summer 2023	26/05/2023		Advising Units/Deans
Review and Approval of Summer Workload	09/06/2023		Provost
Last day to receive modifications to Summer workload	16/06/2023		Deans
Faculty and Instructors Performance Review (2021-2023 Cycle)			
Sub-Activity	Start	End	Responsibility
<i>Submit 2-Year Work Plan</i>	<i>25/08/2021</i>	<i>19/09/2021</i>	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve plans</i>	<i>20/9/2021</i>	<i>17/10/2021</i>	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	<i>11/05/2022</i>	<i>30/05/2022</i>	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	<i>31/05/2022</i>	<i>22/06/2022</i>	<i>Chairs</i>
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
Faculty and Instructors Performance Review (2022-2024 Cycle)			
Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	25/08/2022	20/09/2022	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	21/09/2022	21/10/2022	Chairs
Faculty and instructors to submit Interim Achievements Report	11/05/2023	30/05/2023	Faculty Members/Instructors
Review of Interim Achievements	31/05/2023	23/06/2023	Chairs
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

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors' requests for the Spring Semester 2023	12/9/2022	30/10/2022	Deans
Provost approval and requests sent to HR for processing	14/11/2022		Provost
Colleges to submit visiting professors' requests for the Fall Semester 2023	20/02/2023	10/03/2023	Deans
Provost approval and requests sent to HR for processing	24/03/2023		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	16/09/2022		Faculty Members
List of applicants to be sent to Provost Office	22/09/2022		Deans
Departments Review (including external reviews)	23/09/2022	13/01/2023	Chairs
Dean's Review	16/01/2023	03/02/2023	Deans
College Review (if needed)	06/02/2023	27/02/2023	Deans
University Advisory Group	01/03/2023	14/04/2023	Provost
Provost's Recommendation	17/04/2023	28/04/2023	Provost
Vice Chancellor's Decisions	01/05/2023	19/05/2023	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	1/9/2023		Director, Human Resources
Appointment of Academic Administrators for AY 2023-2024			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	01/05/2023	19/05/2023	Deans
Announcement of Administrators for the next academic year (2023-2024)	10/07/2023	11/08/2023	Vice Chancellor
Hardcopy Textbooks for AY 2023-2024			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	17/4/2023	28/4/2023	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	01/05/2023	19/05/2023	Deans

Sabbatical Leave			
Sub-Activity	Start	End	Responsibility
Submission of Spring 2023 (AY 2022-2023) applications to the Departments	30/09/2022		Faculty Members
Departments' recommendations for Spring 2023 sabbatical leaves	03/10/2022	14/10/2022	Chairs
Deans' recommendations for Spring 2023 sabbatical leaves	17/10/2022	28/10/2022	Deans
Decision regarding Spring 2023 sabbatical leaves	1/11/2022	15/11/2022	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring 2023 sabbatical leaves	06/12/2022		Provost/Vice Chancellor
Submission of Fall 2023 (AY 2023-2024) applications to the Departments	27/02/2023		Faculty Members
Departments' recommendations for Fall 2023 sabbatical leaves	01/03/2023	10/03/2023	Chairs
Deans' recommendations for Fall 2023 sabbatical leaves	13/03/2023	31/03/2023	Deans
Decision regarding Fall 2023 sabbatical leaves	03/04/2023	14/04/2023	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall 2023 sabbatical leaves	01/05/2023		Provost/Vice Chancellor