

Action Plan Schedule for Academic Affairs

Academic Year 2018-2019

Action Item:	Person/School/Department responsible	Initiate date	Date Due
Fall semester			
1. Deans provide updated advising lists	Deans	12 August	23 August
2. Updated advisement plan for all programs	Deans + Department Chairs		26 August
3. New Faculty Orientation	Provost		27-28 August
4. Fall Final Exam Schedule	Registrar		30 August
5. Updating the website	Deans & Department Chairs		2 September
6. Faculty Annual Plan	Faculty members and Department Chairs	26 August	6 September
7. Annual Operation Plan from all Schools and Units	Deans & Units Head	15 August	16 September
8. First Academic Council Meeting	Provost & Academic Council Members		12 September
9. New Faculty members search process for Spring	Deans	16 September	21 October
10. Seminar on Blended Learning Opportunities	TLC and Visiting Professor Saif Rayyan		17 September
11. Faculty Contract Renewal Notification	Provost		23 September

12. Hiring Process for the next Academic Year	Deans and Provost	23 September	20 December
13. Tea with the Provost I	Provost		25 September
14. Deans submit faculty teaching load report	Deans		27 September
15. Spring Course Schedule	Provost & Deans	1 October	25 October
16. Blackboard Training Workshop	TLC		9 October
17. Second Academic Council Meeting	Provost & Academic Council Members		10 October
18. Department Chairs' Retreat	Provost		19 October
19. Advisement Begins For Spring 2019	Department Chairs	4 November	
20. Deans submit list of priority actions for 2018-19 to the Provost	Deans		8 November
21. Tea with the Provost II	Provost		8 November
22. Early Registration For Spring 2019 Semester begins	Registrar	11 November	
23. Academic Freedom Workshop	TLC		13 November
24. Third Academic Council Meeting	Provost & Academic Council Members		14 November
25. Registrar submits list of expected graduates for Fall 2018 to the Deans	Registrar & Deans		18 November
26. Book orders for Spring	Deans & Department Chairs		18 November

27. Deans submit Sabbatical Leave recommendations to the Provost	Deans	30 November	
28. Deans submit the list of expected graduates for Fall 2018 to the Provost	Deans & Provost		4 December
29. Provost submits the final list of the Schools' priority actions for 2018-19 to the President	Provost		10 December
30. Fourth Academic Council Meeting	Provost & Academic Council Members		12 December
31. Provost submits Sabbatical Leave recommendations to the President	Provost	15 December	
32. Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from both Summer Sessions and Spring	Deans & Provost		24 December
33. Registrar confirms list of graduates for Fall after the announcement of final grades	Registrar & Deans & Provost		26 December
34. Deans send final graduates' lists to the Provost's office	Deans & Provost		30 December
Spring semester			
1. Spring Final Exam Schedule	Registrar		9 January
2. New Faculty Orientation	Provost		9 January
3. Provost submits faculty promotion recommendations to the President	Provost		11 January
4. Updating the website	Deans & Department Chairs		13 January
5. Deans provide updated advising lists	Deans	6 January	13 January
6. Registrar sends the Dean's List for Fall	Registrar		13 January

7. The Registrar sends the President's list for Fall	Registrar		13 January
8. Fifth Academic Council (to approve List of Graduates for Fall 2018)	Provost & Academic Council Members		16 January
9. Provost submits confirmed list of graduates for Fall 2018 to the President	Provost		17 January
10. Registrar prepares and submits diplomas for Fall graduates to the Provost	Registrar & Provost		25 January
11. Tea with the Provost III	Registrar		4 February
12. Deans submit faculty teaching load report	Deans		10 February
13. Revise/update Academic Calendar for next year	Provost & Calendar Committee	17 February	14 March
14. Department Chairs' Retreat II	Provost		20 February
15. Summer Session Schedule	Provost & Deans		10 March
16. Fall Schedule	Provost & Deans		10 March
17. Sixth Academic Council Meeting	Provost & Academic Council Members		13 March
18. Create Budget	Provost & Deans	10 March	4 April
19. Book orders for Summer Sessions	Deans & Department Chairs		4 April
20. Fall Advisement Begins	Department Chairs	7 April	

21. Seventh Academic Council Meeting	Provost & Academic Council Members		10 April
22. Registrar submits list of expected graduates for Spring to the Deans	Registrar & Deans		14 April
23. Early Registration For Fall Semester begins	Registrar	14 April	
24. Tea with the Provost IV	Provost		15 April
25. Selection of Department Chairpersons	Deans & Faculty	1 May	20 May
26. Academic Honors Convocation & Student Recognition Awards Ceremony	Dean, Student Affairs & Provost		2 May
27. Deans submit list of expected graduates for Spring to the Provost	Deans & Provost		5 May
28. Hiring process for adjunct Faculty for Summer Session	Provost and Deans		5 May
29. Submit Internship Manuals (first draft) to the Associate Provost	Deans		19 May
30. Book orders for Fall 2018	Deans & Department Chairs		23 May
31. Final Exam Schedules for Summer Sessions	Registrar		23 May
32. Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from Fall semester	Deans & Provost		1 June
33. Associate Provost sends suggestions for changes to Internship Manuals to the Deans	Associate Provost		2 June
34. Registrar confirms list of graduates for Spring after Grades announcement	Registrar & Deans & Provost		10 June

35. Deans send final graduates' lists to the Provost's office	Deans & Provost		11 June
36. Eighth Academic Council Meeting (to approve List of Graduates for Spring 2019)	Provost & Academic Council Members		12 June
37. Provost sends the confirmed list of Graduates for Spring 2019 to the President & Deans	Provost		12 June
38. Registrar sends Dean's List for Spring	Registrar		13 June
39. Registrar sends President's List for Spring	Registrar		13 June
40. Faculty Promotion decisions to the President	Provost		10 June
41. All committees reporting to the Provost submit a final report	Committee Chairs		13 June
42. Catalog information to Dean of Student Affairs	Deans		13 June
43. Deans submit School Annual Reports	Deans		20 June
44. Faculty Evaluation & Recommendations to the Provost	Deans		20 June
45. Submit Faculty Handbook (first draft) to the Provost	HR Director		20 June
46. Submit Student Handbook (first draft) to the Associate Provost	Dean of Student Affairs		20 June
47. Deans submit teaching load report for Summer I	Deans		23 June
48. Registrar submits list of expected graduates for Summer I to the Deans	Registrar's Office		25 June

49. Registrar prepares and submits Diplomas for the Spring graduates to the Provost	Registrar & Provost		25 June
50. Provost submits Academic and Student Affairs Annual Report to the President	Provost		27 June
51. Deans submit list of expected graduates for Summer I to the Provost	Deans & Provost		30 June
52. Associate Provost sends final approval for or suggestions for modifications to Student Handbook to Dean of Student Affairs	Associate Provost		30 June
53. Provost sends suggestions for modifications to the Faculty Handbook to HR	Provost		15 July
54. HR sends final version of the Faculty Handbook to the Provost	HR Manager		29 July
55. Provost sends final approval for the Faculty Handbook	Provost		5 August
56. Deans submit teaching load report for Summer II and Internship Session	Deans		5 August
57. Registrar submits list of expected graduates for Summer II and Internship Session to the Deans	Registrar's Office		8 August
58. Deans submit list of expected graduates for Summer II and Internship Session to the Provost	Deans & Provost		15 August
59. Manual and Handbook owners publish them	Deans, HR Manager		15 August
60. Registrar confirms list of graduates for Summer II and Internship Session after announcement of final grades	Registrar & Deans & Provost		27 August
61. Deans send final graduates' lists to the Provost's office	Deans & Provost		28 August

62. Ninth Academic Council Meeting (to approve Summer Sessions graduates' lists)	Provost & Academic Council Members		29 August
63. Provost sends confirmed list of Summer Sessions 2017 graduates to the President & Deans	Provost		29 August
64. Registrar prepares and submits Diplomas for graduates to the Provost	Registrar & Provost		2 September

- ❖ The Deans shall submit their recommendations for faculty contract renewals 7 months before the contracts expire.
- ❖ The School s' Advisory Council shall convene once each semester to review the School's development, achievements, and current issues.
- ❖ All deadlines above are subject to change based on the work environment needs.