

## Action Plan Schedule for Academic Affairs

### Academic Year 2019-2020

Action Item:	Person/School/Department responsible	Initiate date	Date Due
<b>Fall semester</b>			
• Deans provide updated advising lists	Deans	12 August	24 August
• Updated advisement plan for all programs	Deans + Department Chairs		24 August
• New Faculty Orientation / Professional Development Program	Provost		25 - 29 August
• Fall Final Exam Schedule	Registrar		25 August
• Updating the website	Deans & Department Chairs		2 September
• Faculty Annual Plan	Faculty members and Department Chairs	25 August	5 September
• First Academic Council Meeting to approve Summer Sessions Graduates	Provost & Academic Council Members		9 September
• Annual Operation Plan from all Schools and Units	Deans & Units Head	25 August	12 September
• New Faculty members search process for Spring	Deans	15 September	10 October
• First Provost's Council Meeting	Provost's Council Members		18 September
• Hiring Process for the next Academic Year	Deans and Provost	22 September	19 December

• Faculty Contract Renewal Notification	Provost		23 September
• Tea with the Provost I	Provost		26 September
• Deans submit faculty teaching load report	Deans		29 September
• Spring Course Schedule	Provost & Deans	1 October	24 October
• Second Provost's Council Meeting	Provost's Council Members		2 October
• Second Academic Council Meeting	Provost & Academic Council Members		9 October
• Department Chairs' Retreat	Provost		17 October
• Advisement Begins For Spring 2020	Department Chairs	4 November	
• Early Registration For Spring 2019 Semester begins	Registrar	10 November	
• Third Academic Council Meeting	Provost & Academic Council Members		13 November
• Tea with the Provost II	Provost		14 November
• Book orders for Spring	Deans & Department Chairs		17 November
• Registrar submits list of expected graduates for Fall 2019 to the Deans	Registrar & Deans		18 November
• Deans submit Sabbatical Leave recommendations to the Provost	Deans	28 November	

• <b>Third Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>27 November</b>
• <b>Fourth Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>11 December</b>
• <b>Provost submits Sabbatical Leave recommendations to the President</b>	<b>Provost</b>	<b>15 December</b>	
• <b>Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from both Summer Sessions and Spring</b>	<b>Deans &amp; Provost</b>		<b>22 December</b>
• <b>Registrar confirms list of graduates for Fall after the announcement of final grades</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>26 December</b>
• <b>Deans send final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>30 December</b>
<b>Spring semester</b>			
• <b>Spring Final Exam Schedule</b>	<b>Registrar</b>		<b>5 January</b>
• <b>Faculty Professional Development Workshops</b>	<b>Provost and Dean of the Office of Academic Support Services</b>		
• <b>New Faculty Orientation</b>	<b>Provost</b>		<b>8 January</b>
• <b>Fifth Academic Council (to approve List of Graduates for Fall 2019)</b>	<b>Provost &amp; Academic Council Members</b>		<b>7 January</b>
• <b>Provost submits confirmed list of graduates for Fall 2019 to the President</b>	<b>Provost</b>		<b>8 January</b>
• <b>Updating the website</b>	<b>Deans &amp; Department Chairs</b>		<b>12 January</b>
• <b>Deans provide updated advising lists</b>	<b>Deans</b>	<b>5 January</b>	<b>12 January</b>
• <b>Registrar sends the Dean's List for Fall</b>	<b>Registrar</b>		<b>12 January</b>

• The Registrar sends the President's list for Fall	Registrar		12 January
• Fourth Provost's Council Meeting	Provost's Council Members		22 January
• Registrar prepares and submits diplomas for Fall graduates to the Provost	Registrar & Provost		25 January
• Tea with the Provost III	Registrar		6 February
• Deans submit faculty teaching load report	Deans		9 February
• Fifth Provost's Council Meeting	Provost's Council Members		12 February
• Last day to submit Promotion Application from Fall to the Provost	Dean		15 February
• Revise/update Academic Calendar for next year	Provost & Calendar Committee	16 February	13 March
• Department Chairs' Retreat II	Provost		20 February
• Fall Schedule	Provost & Deans		11 March
• Sixth Academic Council Meeting	Provost & Academic Council Members		11 March
• Summer Session Schedule	Provost & Deans		12 March
• Create Budget	Provost & Deans	8 March	12 April
• President's Award Announcement	Provost		TBA

• <b>Sixth Provost's Council Meeting</b>			<b>25 March</b>
• <b>Book orders for Summer Sessions</b>	<b>Deans &amp; Department Chairs</b>		<b>5 April</b>
• <b>Seventh Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>8 April</b>
• <b>Registrar submits list of expected graduates for Spring to the Deans</b>	<b>Registrar &amp; Deans</b>		<b>12 April</b>
• <b>Fall Advisement Begins</b>	<b>Department Chairs</b>	<b>13 April</b>	
• <b>Early Registration For Fall Semester begins</b>	<b>Registrar</b>	<b>19 April</b>	
• <b>Tea with the Provost IV</b>	<b>Provost</b>		<b>22 April</b>
• <b>Book orders for Fall 2020</b>	<b>Deans &amp; Department Chairs</b>		<b>30 April</b>
• <b>Academic Honors Convocation &amp; Student Recognition Awards Ceremony</b>	<b>Dean, Student Affairs &amp; Provost</b>		<b>TBA</b>
• <b>Hiring process for adjunct Faculty for Summer Session</b>	<b>Provost and Deans</b>		<b>3 May</b>
• <b>Selection of Department Chairpersons</b>	<b>Deans</b>	<b>20 May</b>	<b>30 May</b>
• <b>Seventh Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>20 May</b>
• <b>Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from Fall semester</b>	<b>Deans &amp; Provost</b>		<b>21 May</b>
• <b>Final Exam Schedules for Summer Sessions</b>	<b>Registrar</b>		<b>21 May</b>

• <b>Submit Manuals and Handbook (first draft) to the Provost</b>	<b>Relevant Units</b>		<b>21 May</b>
• <b>Registrar confirms list of graduates for Spring after Grades announcement</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>27 May</b>
• <b>All committees reporting to the Provost submit a final report</b>	<b>Committee Chairs</b>		<b>28 May</b>
• <b>Catalog information to Dean of Student Affairs</b>	<b>Deans</b>		<b>31 May</b>
• <b>Deans send final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>31 May</b>
• <b>Eighth Academic Council Meeting (to approve List of Graduates for Spring 2020)</b>	<b>Provost &amp; Academic Council Members</b>		<b>3 June</b>
• <b>Provost sends the confirmed list of Graduates for Spring 2020 to the President &amp; Deans</b>	<b>Provost</b>		<b>4 June</b>
• <b>Registrar sends Dean's List for Spring</b>	<b>Registrar</b>		<b>7 June</b>
• <b>Registrar sends President's List for Spring</b>	<b>Registrar</b>		<b>7 June</b>
• <b>Deans submit teaching load report for Summer I</b>	<b>Deans</b>		<b>11 June</b>
• <b>Last day to submit Promotion Application from Spring to the Provost</b>	<b>Dean</b>		<b>15 June</b>
• <b>Deans submit School Annual Reports</b>	<b>Deans</b>		<b>18 June</b>
• <b>Faculty Evaluation &amp; Recommendations to the Provost</b>	<b>Deans</b>		<b>21 June</b>
• <b>Registrar submits list of expected graduates for Summer I to the Deans</b>	<b>Registrar's Office</b>		<b>25 June</b>

• Registrar prepares and submits Diplomas for the Spring graduates to the Provost	Registrar & Provost		25 June
• Eighth Provost's Council Meeting	Provost's Council Members		1 July
• Provost submits Academic and Student Affairs Annual Report to the President	Provost		2 July
• Provost sends suggestions for modifications to Manuals and Handbook	Provost		15 July
• Deans submit teaching load report for Internship Session	Deans		16 July
• Registrar submits list of expected graduates for Internship Sessions to the Deans	Registrar's Office		23 July
• Manual and Handbook owners will send the final version to the Provost	Manual and Handbook owners		30 July
• Provost sends final approved version of all Manuals and handbooks he is supervising to the owners.	Provost		6 August
• Deans submit teaching load report for Summer II Session	Deans		15 August
• Registrar submits list of expected graduates for Summer II to the Deans	Registrar's Office		16 August
• Manual and Handbook owners publish them	Manual and Handbook owners		15 August
• Registrar confirms list of graduates for Summer II and Internship Session after announcement of final grades	Registrar & Deans & Provost		1 September
• Deans send final graduates' lists to the Provost's office	Deans & Provost		2 September

• Ninth Academic Council Meeting (to approve Summer Sessions graduates' lists)	Provost & Academic Council Members		3 September
• Provost sends confirmed list of Summer Sessions 2020 graduates to the President & Deans	Provost		6 September
• Registrar prepares and submits Diplomas for graduates to the Provost	Registrar & Provost		6 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.