

## Action Plan Schedule for Academic Affairs

### Academic Year 2021-2022

Action Item:	Person/School/Department responsible	Initiate date	Date Due
<b>Fall semester</b>			
• Deans provide updated advising lists	Deans	8 August	29 August
• Fall Final Exam Schedule	Registrar		8 August
• Updated advisement plan for all programs in the website to be matching the catalog	Deans + Department Chairs		26 August
• New Faculty Orientation / Professional Development Program	Provost and Dean of Office of Student Success		23 - 26 August
• Updating the website	Deans & Department Chairs		29 August
• Reviewing Faculty Annual Plan	Deans	25 August	12 September
• First Academic Council Meeting to approve Summer I and Internship Sessions Graduates	Provost & Academic Council Members		9 September
• Annual Operation Plan from all Schools and Units	Deans & Units Head		
• Submit a copy of Faculty Annual Plan to the Provost	Dean		16 September
• Submit the Annual Plan	Direct Reports to the Provost		16 September
• Last day for Grade Appeal for Summer Session Courses / Grade Change for Summer Session	Deans		18 September

<b>Courses</b>			
• <b>New Faculty members search process for Spring</b>	<b>Deans</b>	<b>12 September</b>	<b>31 October</b>
• <b>First Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>29 September</b>
• <b>Hiring Process for the next Academic Year</b>	<b>Deans and Provost</b>	<b>26 September</b>	<b>16 December</b>
• <b>Faculty Contract Renewal Notification</b>	<b>Provost</b>		<b>23 September</b>
• <b>Census Date for Fall</b>			<b>23 September</b>
• <b>Deans approve Faculty Credentials in IDAP</b>	<b>Deans</b>		<b>26 September</b>
• <b>Deans submit faculty teaching load report for Fall</b>	<b>Deans</b>		<b>28 September</b>
• <b>Tea with the Provost I</b>	<b>Provost's Office</b>		<b>30 September</b>
• <b>Last day to submit Promotion Application from Fall for first review</b>	<b>Dean</b>		<b>2 October</b>
• <b>Provost approves Faculty Credentials in IDAP</b>	<b>Provost</b>		<b>3 October</b>
• <b>Second Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>13 October</b>
• <b>Spring Course Schedule</b>	<b>Provost &amp; Deans</b>	<b>3 October</b>	<b>17 October</b>
• <b>Department Chairs' Retreat</b>	<b>Provost</b>		<b>20 October</b>
• <b>Second Provost's Council Meeting</b>	<b>Provost's Council Members</b>		<b>27 October</b>

• Advisement Begins For Spring 2022	Department Chairs & Deans	31 October	
• Early Registration For Spring 2022 Semester begins	Registrar	7 November	
• Third Academic Council Meeting	Provost & Academic Council Members		10 November
• Book orders for Spring	Deans & Department Chairs		14 November
• Tea with the Provost II	Provost's Office		18 November
• Registrar submits list of expected graduates for Fall 2021 to the Deans	Registrar & Deans		18 November
• Deans submit Sabbatical Leave recommendations to the Provost	Deans	28 November	
• Third Provost's Council Meeting	Provost's Council Members		24 November
• Fourth Academic Council Meeting	Provost & Academic Council Members		15 December
• Provost submits Sabbatical Leave recommendations to the President	Provost	15 December	
• Last day to take a decision on Incomplete Grade before becoming F, from both Summer Sessions and Spring	Deans & Assistant Provost - Office of Student Success		20 December
• Registrar confirms list of graduates for Fall after the announcement of final grades	Registrar & Deans & Provost		30 December
• Deans send final graduates' lists to the Provost's office	Deans & Provost		9 January
<b>Spring semester</b>			

• Faculty Professional Development Workshops	Provost and Dean of Office of Student Success		<b>3-7 January</b>
• Spring Final Exam Schedule	Registrar		<b>10 January</b>
• Fifth Academic Council (to approve List of Graduates for Fall 2021)	Provost & Academic Council Members		12 January
• Updating the website	Deans & Department Chairs		13 January
• Provost submits confirmed list of graduates for Fall 2021 to the President	Provost		13 January
• Deans provide updated advising lists	Deans	2 January	13 January
• Registrar sends the Dean's List for Fall	Registrar		17 January
• The Registrar sends the President's list for Fall	Registrar		17 January
• Reviewing Faculty Annual Plan	Deans	9 January	17 January
• Submit a copy of Faculty Annual Plan to the Provost	Dean		17 January
• Submit the Annual Plan	Direct Reports to the Provost		17 January
• Registrar prepares and submits diplomas for Fall graduates to the Provost	Registrar & Provost		25 January
• Fourth Provost's Council Meeting	Provost's Council Members		26 January
• Deans approve Faculty Credentials in IDAP	Deans		31 January
• Tea with the Provost III	Provost's Office		3 February
• <b>Last day for Grade Appeal for Fall / Grade Change for Fall</b>	<b>Deans</b>		<b>7 February</b>

• Provost approves Faculty Credentials in IDAP	Provost		7 February
• Fifth Provost's Council Meeting	Provost's Council Members		9 February
• Census Date for Spring			11 February
• Last day to submit Promotion Application from Spring for first review	Dean		12 February
• Last day to submit Promotion Application from Fall to the Provost	Dean		15 February
• Deans submit faculty teaching load report for Spring	Deans		16 February
• Revise/update Academic Calendar for next year	Provost & Calendar Committee	20 February	14 March
• Sixth Academic Council Meeting	Provost & Academic Council Members		23 February
• Department Chairs' Retreat II	Provost		24 February
• Fall Schedule	Provost & Deans		7 March
• Seventh Academic Council Meeting	Provost & Academic Council Members		9 March
• Summer Session Schedule	Provost & Deans		14 March
• Book orders for Summer Sessions	Deans & Department Chairs		21 March
• Sixth Provost's Council Meeting	Provost & Provost's Council Members		23 March

• Create Budget	Provost & Deans	24 March	18 April
• President's Award Announcement	Provost		TBA
• Registrar submits list of expected graduates for Spring to the Deans	Registrar & Deans		11 April
• Fall Advisement Begins	Department Chairs	18 April	
• Early Registration For Fall Semester begins	Registrar	25 April	
• Eighth Academic Council Meeting	Provost & Academic Council Members		20 April
• Tea with the Provost IV	Provost		28 April
• Book orders for Fall 2022	Deans & Department Chairs		2 May
• Academic Honors Convocation & Student Recognition Awards Ceremony	Dean, Student Affairs & Provost		TBA
• Hiring process for adjunct Faculty for Summer Session	Provost and Deans		2 May
• Seventh Provost's Council Meeting	Provost's Council Members		11 May
• Submit Manuals and Handbook (first draft) to the Provost	Relevant Units		23 May
• Ninth Academic Council Meeting	Provost & Academic Council Members		25 May
• Catalog information to Associate Provost - Office of Enrollment Management	Deans		30 May

<ul style="list-style-type: none"> <li>• Last day to take a decision on Incomplete Grade before becoming F, from Fall semester</li> </ul>	Deans & Assistant Provost -Office of Student Success		1 June
<ul style="list-style-type: none"> <li>• All committees reporting to the Provost submit a final report</li> </ul>	Committee Chairs		6 June
<ul style="list-style-type: none"> <li>• Registrar confirms list of graduates for Spring after Grades announcement</li> </ul>	Registrar & Deans & Provost		6 June
<ul style="list-style-type: none"> <li>• Final Exam Schedules for Summer Sessions</li> </ul>	Registrar		6 June
<ul style="list-style-type: none"> <li>• Eighth Provost's Council Meeting</li> </ul>	Provost's Council Members		8 June
<ul style="list-style-type: none"> <li>• Last day to submit Promotion Application from Spring to the Provost</li> </ul>	Dean		15 June
<ul style="list-style-type: none"> <li>• Selection of Associate Dean (ALL SCHOOLS, based on the new procedure)</li> </ul>	Deans	1 May	30 June
<ul style="list-style-type: none"> <li>• Selection of Department Chairs and Program Coordinators (ONLY IN CASES IN WHICH CHAIRS AND COORDINATORS SELECTED LAST YEAR ARE NOT CONTINUING IN THEIR ROLES)</li> </ul>	Deans	1 May	30 June
<ul style="list-style-type: none"> <li>• Deans send final graduates' lists to the Provost's office</li> </ul>	Deans & Provost		10 June
<ul style="list-style-type: none"> <li>• Tenth Academic Council Meeting (to approve List of Graduates for Spring 2022)</li> </ul>	Provost & Academic Council Members		15 June
<ul style="list-style-type: none"> <li>• Provost sends the confirmed list of Graduates for Spring 2021 to the President &amp; Deans</li> </ul>	Provost		16 June
<ul style="list-style-type: none"> <li>• Submit School / Unit Annual Report</li> </ul>	Direct report to the Provost		16 June
<ul style="list-style-type: none"> <li>• Registrar sends Dean's List for Spring</li> </ul>	Registrar		20 June

• Registrar sends President's List for Spring	Registrar		20 June
• Census Date for Summer I 2022			22 June
• Registrar prepares and submits Diplomas for the Spring graduates to the Provost	Registrar & Provost		24 June
• Last day for Grade Appeal for Spring / Grade Change for Spring	Deans		27 June
• Registrar submits list of expected graduates for Summer I to the Deans	Registrar's Office		27 June
• Faculty Evaluation & Recommendations to the Provost	Deans		11 July
• Provost submits Academic Affairs and Student Success Annual Report to the President	Provost		14 July
• Deans submit teaching load report for Summer I	Deans		20 July
• Provost sends suggestions for modifications to Manuals and Handbook	Provost		21 July
• Registrar submits list of expected graduates for Internship Sessions to the Deans	Registrar's Office		22 July
• Census Date for Internship Session 2022			24 June
• Manual and Handbook owners will send the final version to the Provost	Manual and Handbook owners		29 July
• Deans submit teaching load report for Internship Session	Deans		2 August
• Provost sends final approved version of all Manuals and handbooks he is supervising to	Provost		8 August



the owners.			
• Manual and Handbook owners publish them	Manual and Handbook owners		15 August
• Registrar confirms list of graduates for Summer I 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		5 September

- ❖ The Deans shall submit their recommendations for faculty contract renewals **8 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.