

Action Plan Schedule for Academic Affairs

Academic Year 2022-2023

Action Item:	Person/School/Department responsible	Initiate date	Date Due
Fall semester			
• 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		22 - 26 August
• Updating the website	Deans & Department Chairs		29 August
• Reviewing Faculty Annual Plan	Deans	22 August	12 September
• First Academic Council Meeting to approve Summer I and Internship Sessions Graduates	Provost & Academic Council Members		6 September
• Annual Operation Plan from all Schools and Units	Deans & Units Head	29 August	12 September
• 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

Courses			
• New Faculty members search process for Spring	Deans	12 September	31 October
• First Provost's Council Meeting	Provost's Council Members		28 September
• Hiring Process for the next Academic Year	Deans and Provost	26 September	16 December
• Census Date for Fall			25 September
• Faculty Contract Renewal Notification	Provost		26 September
• Deans approve Faculty Credentials in IDAP	Deans		26 September
• Deans submit faculty teaching load report for Fall	Deans		29 September
• Tea with the Provost I	Provost's Office		29 September
• Last day to submit Promotion Application from Fall for first review	Dean		3 October
• Provost approves Faculty Credentials in IDAP	Provost		3 October
• Second Academic Council Meeting	Provost & Academic Council Members		12 October
• Spring Course Schedule	Provost & Deans	3 October	17 October
• Department Chairs' Retreat	Provost		20 October
• Second Provost's Council Meeting	Provost's Council Members		26 October

• Advisement Begins For Spring 2023	Department Chairs & Deans	31 October	
• Early Registration For Spring 2023 Semester begins	Registrar	7 November	
• Third Academic Council Meeting	Provost & Academic Council Members		9 November
• Book orders for Spring	Deans & Department Chairs		14 November
• Tea with the Provost II	Provost's Office		17 November
• Registrar submits list of expected graduates for Fall 2022 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		23 November
• Fourth Academic Council Meeting	Provost & Academic Council Members		14 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 & Associate Provost – Student Affairs		20 December
• Registrar confirms list of graduates for Fall after the announcement of final grades	Registrar & Deans & Provost		30 December
• Spring Final Exam Schedule	Registrar		2 January
• Deans send final graduates' lists to the Provost's office	Deans & Provost		9 January

Spring semester			
• Faculty Professional Development Workshops	Provost and Dean of Office of Student Success		2-6 January
• Fifth Academic Council (to approve List of Graduates for Fall 2021)	Provost & Academic Council Members		11 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	9 January
• Registrar sends the Dean's List for Fall	Registrar		13 January
• The Registrar sends the President's list for Fall	Registrar		13 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		25 January
• Deans approve Faculty Credentials in IDAP	Deans		30 January
• Tea with the Provost III	Provost's Office		2 February
• Last day for Grade Appeal for Fall / Grade Change for Fall	Deans		29 January

• Census Date for Spring			5 February
• Provost approves Faculty Credentials in IDAP	Provost		6 February
• Fifth Provost's Council Meeting	Provost's Council Members		8 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		15 February
• Revise/update Academic Calendar for next year	Provost & Calendar Committee	20 February	17 March
• Sixth Academic Council Meeting	Provost & Academic Council Members		22 February
• Department Chairs' Retreat II	Provost		23 February
• Fall Schedule	Provost & Deans		6 March
• Seventh Academic Council Meeting	Provost & Academic Council Members		8 March
• Summer Session Schedule	Provost & Deans		13 March
• Book orders for Summer Sessions	Deans & Department Chairs		20 March
• Sixth Provost's Council Meeting	Provost & Provost's Council Members		22 March

• Create Budget	Provost & Deans	27 March	21April
• President's Award Announcement	Provost		TBA
• Registrar submits list of expected graduates for Spring to the Deans	Registrar & Deans		10 April
• Fall Advisement Begins	Department Chairs	17 April	
• Early Registration For Fall Semester begins	Registrar	24 April	
• Summer Registration begins	Registrar	24 April	
• Eighth Academic Council Meeting	Provost & Academic Council Members		19 April
• Tea with the Provost IV	Provost		27 April
• Book orders for Fall 2022	Deans & Department Chairs		1 May
• Academic Honors Convocation & Student Recognition Awards Ceremony	Dean, Student Affairs & Provost		TBA
• Hiring process for adjunct Faculty for Summer Session	Provost and Deans		1 May
• Final Exam Schedule for Summer Session	Registrar		8 May
• Seventh Provost's Council Meeting	Provost's Council Members		10 May
• Last day to take a decision on Incomplete Grade before becoming F, from Fall semester	Deans & Registrar		17 May

• Submit Manuals and Handbook (first draft) to the Provost	Relevant Units		22 May
• Ninth Academic Council Meeting	Provost & Academic Council Members		24 May
• Catalog information	Deans		29 May
• All committees reporting to the Provost submit a final report	Committee Chairs		5 June
• Registrar confirms list of graduates for Spring after Grades announcement	Registrar & Deans & Provost		5 June
• Eighth Provost's Council Meeting	Provost's Council Members		7 June
• Selection of Associate Dean (ALL SCHOOLS, based on the procedure)	Deans	1 May	30 June
• Selection of Department Chairs and Program Coordinators (ONLY IN CASES IN WHICH CHAIRS AND COORDINATORS SELECTED LAST YEAR ARE NOT CONTINUING IN THEIR ROLES)	Deans	1 May	30 June
• Census Date for Summer and Internship 2023			7 June
• Deans send final graduates' lists to the Provost's office	Deans & Provost		9 June
• Last day for Grade Appeal for Spring / Grade Change for Spring	Deans		10 June
• Tenth Academic Council Meeting (to approve List of Graduates for Spring 2023)	Provost & Academic Council Members		14 June
• Last day to submit Promotion Application from Spring to the Provost	Dean		15 June

• Provost sends the confirmed list of Graduates for Spring 2023 to the President & Deans	Provost		16 June
• Submit School / Unit Annual Report	Direct report to the Provost		16 June
• Registrar sends Dean's List for Spring	Registrar		19 June
• Registrar sends President's List for Spring	Registrar		19 June
• Registrar prepares and submits Diplomas for the Spring graduates to the Provost	Registrar & Provost		24 June
• Registrar submits list of expected graduates for Summer to the Deans	Registrar's Office		26 June
• Faculty Evaluation & Recommendations to the Provost	Deans		10 July
• Deans submit teaching load report for Summer	Deans		10 July
• Provost submits Academic Affairs and Student Success Annual Report to the President	Provost		14 July
• Provost sends suggestions for modifications to Manuals and Handbook	Provost		21 July
• Registrar submits list of expected graduates for Internship Session to the Deans	Registrar's Office		10 July
• Deans submit teaching load report for Internship Session	Deans		24 July
• Manual and Handbook owners will send the final version to the Provost	Manual and Handbook owners		31 July
• Provost sends final approved version of all Manuals and handbooks he is supervising to	Provost		7 August

the owners.			
• Manual and Handbook owners publish them	Manual and Handbook owners		15 August
• Registrar confirms list of graduates for Summer 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		4 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.