

Dates to Remember

Academic Year 2018 - 2019

Action Items	TO	Date Due
Fall semester		
1. Faculty return to AURAK		26 August
2. Send Biography, Research and Publications for website	School Dean / Associate Dean /Department Chair	27 August
3. Posting office hours for the semester on the office door along with a clear statement regarding contact information	Faculty Member	30 August
4. Faculty Annual Plan	Faculty members and Department Chairs	30 August
5. Faculty Promotion Request	Department Chair & Dean	Before the end of the first week of September Before 7 th September
6. Discuss Spring 2019 Schedule	Faculty member and Department Chairs	23 – 30 September

7. Midterm Grade submission	Faculty member	30 September – 27 October
8. Sabbatical leave request for the following academic year	Department Chair	1 November
9. Submit the list of priority actions for 2018-19 to the Dean	Department Chair	4 November
10. Advisement Begins For Spring 2019	Students	4 November
11. Book Orders for Spring	Department Chair	11 November
12. Early-Registration For Spring Semester begins	Student	11 November
13. Submit Sabbatical Leave Department Chair's recommendations	Dean	15 November
14. New course proposals and course changes	Department Chair	Ongoing*
15. 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

16. Submission of Final Semester Grades	Registrar's Office	48 hours after the final exam
17. Submission of Conference Request Participation Form for Fall	School Dean	At Dean's discretion
18. Submission of Seed Grant Applications	University Research Committee (URC)	At URC discretion
Spring semester		
19. Faculty Promotion Request	Dean	Before 4th January (end of the first week of January)
20. Posting office hours for the semester on the office door along with a clear statement regarding contact information	Faculty Member	10 January
21. Midterm Exam Submission	Faculty members	10 February – 9 March
22. Book orders for Summer Sessions	Department Chairs	1 April
23. Fall Advisement Begins	Students	7 April

24. Early-Registration For Fall Semester begins	Students	14 April
25. Summer teaching decisions	Department Chair & Dean	28 April
26. Applying for the President's Award	President's Award Committee	At PAC discretion
27. Book order for Fall	Department Chair	19 May
28. Last day to take a decision on Grade Appeal or change the Incomplete Grade before coming F, from Fall semester	Deans & Provost	28 May
29. Annual Faculty Self Evaluation and annual report	Department Chair	28 May
30. Submission of final semester grades	Registrar's Office	48 hours after the final exam
31. Summer leave begins		TBA

- ❖ **Application for contract renewal should be submitted to the Department Chair 10 months before the end of the contract.**
- ❖ **Above schedule is subject to change.**