

Dates to Remember

Academic Year 2019 - 20120

Action Items	TO	Date Due
Fall semester		
1. Faculty return to AURAK		25 August
2. Send Biography, Research and Publications for website	School Dean / Associate Dean /Department Chair	25 August
3. Posting office hours for the semester on the office door along with a clear statement regarding contact information	Faculty Member	29 August
4. Faculty Annual Plan	Faculty members and Department Chairs	2 September
5. Faculty Promotion Request	School Faculty Promotion Committee, Department Chair & Dean	During first week of Fall semester
6. Discuss Spring 2020 Schedule	Faculty member and Department Chairs	22 – 30 September

7. Midterm Grade submission	Faculty member	30 September – 26 October
8. Sabbatical leave request for the following academic year	Department Chair	1 November
9. Advisement Begins For Spring 2020	Students	4 November
10. Book Orders for Spring	Department Chair	10 November
11. Early-Registration For Spring Semester begins	Student	10 November
12. Submit Sabbatical Leave Department Chair's recommendations	Dean	15 November
13. New course proposals and course changes	Department Chair	Ongoing*
14. 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	22 December
15. Submission of Final Semester Grades	Registrar's Office	48 hours after the final exam

16. Submission of Conference Request Participation Form for Fall	School Dean	At Dean's discretion
17. Submission of Seed Grant Applications	University Research Committee (URC)	At URC discretion
Spring semester		
18. Faculty return to AURAK		5 January
19. Faculty Promotion Request	Dean	During first week of Spring semester
20. Posting office hours for the semester on the office door along with a clear statement regarding contact information	Faculty Member	9 January
21. Midterm Exam Submission	Faculty members	9 February – 7 March
22. Book orders for Summer Sessions	Department Chairs	1 April
23. Fall Advisement Begins	Students	13 April

24. Early-Registration For Fall Semester begins	Students	19 April
25. Book order for Fall	Department Chair	25 April
26. Summer teaching decisions	Department Chair & Dean	28 April
27. Applying for the President's Award	President's Award Committee	At PAC discretion
28. Last day to take a decision on Grade Appeal or change the Incomplete Grade before coming F, from Fall semester	Deans & Provost	21 May
29. Annual Faculty Self Evaluation and annual report	Department Chair	31 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.**