

Dates to Remember

Academic Year 2020 - 2021

Action Items	Responsibility	TO	Date Due
Fall Semester			
1. Joining Date for New Faculty			9 August
2. Faculty return to AURAK			23 August
3. Faculty Professional Development Week program	All Faculty Members		23-27 August
4. Send Biography, Research and Publications for website	All Faculty Members	School's Dean / Associate Dean /Department Chair	25 August
5. Posting office hours for the semester on the office door along with a clear statement regarding contact information	All Faculty Members		29 August
6. Update All information published in the Website regarding the School/ Program	Department Chairs / Program Coordinators	School's Dean	Ongoing*

7. Faculty Annual Plan	Faculty members and Department Chairs	School's Dean	10 September
8. Faculty Promotion Request	Faculty seeking promotion	Chairperson of the School Faculty Promotion Committee with a copy to the School's Dean and Department Chair	During first week of Fall semester
9. Uploading Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Faculty	IDAP System	10 September
10. Approving the Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Department Chairs	Deans	17 September
11. Discuss Spring 2021 Schedule	Faculty member and Department Chairs		20 – 30 September
12. Midterm Grade submission	Faculty member		27 September – 24 October
13. Sabbatical leave request for the following academic year	Faculty who wish to apply	Department Chair	1 November
14. Advisement Begins For Spring 2020	Advisors	Students	1 November
15. Probation Report submission deadline	Faculty in their second year who began their	Department Chair and School Personnel Committee	1st Sunday in November

	appointment in Fall Semester 2019		
16. Book Orders for Spring	Faculty	Department Chair	10 November
17. Early-Registration For Spring Semester begins	Advisors	Students	8 November
18. Submit Sabbatical Leave Department Chair's recommendations	Department Chair	Dean	15 November
19. New course proposals and course changes	Faculty	Department Chair	Ongoing*
20. Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from both Summer Sessions and Spring	Deans		19 December
21. Submission of Final Semester Grades	Faculty	Registrar's Office	48 hours after the final exam
22. Submission of Conference Request Participation Form for Fall	Faculty	School Dean	At Dean's discretion
23. Submission of Seed Grant Applications	Faculty	University Research Committee (URC)	At URC discretion

Spring Semester			
24. Faculty return to AURAK			3 January
25. Faculty Professional Development Week program	All Faculty Members		3 – 7 January
26. Faculty Promotion Request	Faculty seeking promotion	Chairperson of the School Faculty Promotion Committee with a copy to the School's Dean and Department Chair	During first week of Spring semester
27. Posting office hours for the semester on the office door along with a clear statement regarding contact information		Faculty Member	9 January
28. Review and Update Faculty Annual Plan	Faculty members and Department Chairs	School's Dean	10 January
29. Uploading Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Faculty	IDAP System	17 January
30. Discuss Fall and Summer 2021 Schedule	Faculty member and Department Chairs		24 January -6 February

31. Verifying the Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Department Chairs and Deans	Provost	24 January
32. Midterm Exam Submission		Faculty members	7 February – 6 March
33. Probation Report submission deadline	Faculty in their second year who began their appointment in Spring Semester 2020	Department Chair and School Personnel Committee	3rd Sunday in March
34. Book orders for Summer Sessions		Department Chairs	25 March
35. Fall Advisement Begins	Advisors	Students	11 April
36. Early-Registration For Fall Semester begins		Students	18 April
37. Book order for Fall		Department Chair	25 April
38. Summer teaching decisions		Department Chair & Dean	25 April

39. Applying for the President's Award		President's Award Committee	At PAC discretion
40. Last day to take a decision on Grade Appeal or change the Incomplete Grade before coming F, from Fall semester		Deans & Provost	26 May
41. Annual Faculty Self Evaluation, annual report, closing of the annual plan	Faculty	Department Chair	6 June
42. Completion of Annual Faculty Evaluations (including faculty annual reports and closing of the annual plans for all faculty)	Department Chair	Dean	20 June
43. Department Chair Annual Self-Evaluation (including completed annual plan) and Annual Report for the Department	Department Chair	Dean	20 June
44. Submission of final semester grades		Registrar's Office	48 hours after the final exam
45. Summer leave begins			TBA

- ❖ **Application for contract renewal should be submitted to the Department Chair 10 months before the end of the contract. (not earlier or after)**
- ❖ **Above schedule is subject to change.**