

Dates to Remember

Academic Year 2022 - 2023

Action Items	Responsibility	TO	Date Due
Fall Semester			
1. Joining Date for New Faculty			8 August
2. Faculty return to AURAK			22 August
3. Faculty Professional Development Week program	All Faculty Members		22-26 August
4. Send Biography, Research and Publications for website	All Faculty Members	School's Dean / Associate Dean /Department Chair	26 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	5 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	3 September
10. Approving the Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Department Chairs	Deans	14 September
11. Last day to make decision on Grade Appeal for Summer Session Courses / Grade Change for Summer Session Courses	Deans		18 September

12. Discuss Spring 2022 Schedule	Faculty member and Department Chairs		19 – 30 September
13. Deadline for early assessments accounting collectively for at least 30% of the final course grade	Faculty member		16 October
14. Mid Term Grades Report Due	Faculty member and Registrar		23 October
15. Advisement Begins For Spring 2023	Advisors	Students	31 October
16. Sabbatical leave request for the following academic year	Faculty who wish to apply	Department Chair	1 November
17. Probation Report submission deadline	In the First semester of the second year the new faculty must submit a Probation Report	Department Chair and School Personnel Committee	First Sunday in November for faculty beginning their appointment in Fall
18. Early-Registration For Spring Semester begins	Advisors	Students	7 November

19. Book Orders for Spring	Faculty	Department Chair	11 November
20. Submit Sabbatical Leave Department Chair's recommendations	Department Chair	Dean	15 November
21. New course proposals and course changes	Faculty	Department Chair	Ongoing*
22. Last day to take a decision on Incomplete Grade before becoming F, from both Summer Sessions and Spring	Deans		20 December
23. Submission of Final Semester Grades	Faculty	Registrar's Office	48 hours after the final exam
24. Submission of Conference Request Participation Form for Fall	Faculty	School Dean	At Dean's discretion
25. Submission of Seed Grant Applications	Faculty	University Research Committee (URC)	At URC discretion

Spring Semester

26. Faculty return to AURAK and Joining Date for New Faculty			2 January
27. Faculty Professional Development Week program	All Faculty Members		2-6 January
28. 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
29. Posting office hours for the semester on the office door along with a clear statement regarding contact information		Faculty Member	9 January
30. Review and Update Faculty Annual Plan	Faculty members and Department Chairs	School's Dean	16 January
31. Uploading Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Faculty	IDAP System	16 January

32. Discuss Fall and Summer 2021 Schedule	Faculty member and Department Chairs		23 January -5 February
33. Verifying the Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Department Chairs and Deans	Provost	23 January
34. Last day to make decision on Grade Appeal for Fall / Grade Change for Fall	Deans		29 January
35. Deadline for early assessments accounting collectively for at least 30% of the final course grade	Faculty members		26 February
36. Mid Term Grades Report Due	Faculty member and Registrar		5 March

37. Probation Report submission deadline	In the First semester of the second year the new faculty must submit a Probation Report	Department Chair and School Personnel Committee	Third Sunday in March for faculty beginning their appointment in Spring
38. Book orders for Summer Sessions		Department Chairs	10 March
39. Fall Advisement Begins	Advisors	Students	17 April
40. Early-Registration For Fall Semester begins		Students	24 April
41. Summer Registration begins		Students	24 April
42. Book order for Fall		Department Chair	25 April
43. Summer teaching decisions		Department Chair & Dean	25 April
44. Applying for the President's Award		President's Award Committee	At PAC discretion

45. Last day to take a decision on Incomplete Grade before coming F, from Fall semester	Deans		17 May
46. Annual Faculty Self Evaluation, annual report, closing of the annual plan	Faculty	Department Chair	1 June
47. Last day to make decision on Grade Appeal for Spring / Grade Change for Spring	Deans		10 June
48. Completion of Annual Faculty Evaluations (including faculty annual reports and closing of the annual plans for all faculty)	Department Chair	Dean	19 June
49. Department Chair Annual Self-Evaluation (including completed annual plan) and Annual Report for the Department	Department Chair	Dean	19 June
50. Submission of final semester grades		Registrar's Office	48 hours after the final exam

51. Summer leave begins			TBA
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- ❖ 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.