

Dates to Remember

Academic Year 2021 - 2022

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		28 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	9 September
10. Approving the Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Department Chairs	Deans	16 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. Midterm Grade Submission	Faculty member		10 – 23 October
14. Advisement Begins For Spring 2022	Advisors	Students	31 October
15. Sabbatical leave request for the following academic year	Faculty who wish to apply	Department Chair	1 November
16. 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
17. Early-Registration For Spring Semester begins	Advisors	Students	7 November
18. Book Orders for Spring	Faculty	Department Chair	11 November
19. Submit Sabbatical Leave Department Chair's recommendations	Department Chair	Dean	15 November
20. New course proposals and course changes	Faculty	Department Chair	Ongoing*

21. Last day to take a decision on Incomplete Grade before becoming F, from both Summer Sessions and Spring	Deans		20 December
22. Submission of Final Semester Grades	Faculty	Registrar's Office	48 hours after the final exam
23. Submission of Conference Request Participation Form for Fall	Faculty	School Dean	At Dean's discretion
24. Submission of Seed Grant Applications	Faculty	University Research Committee (URC)	At URC discretion
Spring Semester			
25. Faculty return to AURAK and Joining Date for New Faculty			2 January
26. Faculty Professional Development Week program	All Faculty Members		3– 7 January
27. Faculty Promotion Request	Faculty seeking promotion	Chairperson of the School Faculty Promotion Committee with a copy to the School's Dean and Department	During first week of Spring semester

		Chair	
28. Posting office hours for the semester on the office door along with a clear statement regarding contact information		Faculty Member	9 January
29. Review and Update Faculty Annual Plan	Faculty members and Department Chairs	School's Dean	16 January
30. Uploading Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Faculty	IDAP System	16 January
31. Discuss Fall and Summer 2021 Schedule	Faculty member and Department Chairs		23 January -5 February
32. Verifying the Faculty Qualifications with respect to the courses assigned in the current semester in IDAP	Department Chairs and Deans	Provost	23 January
33. Last day to make decision on Grade Appeal for Fall / Grade Change for Fall	Deans		7 February

34. Midterm Exam Submission		Faculty members	28 February – 12 March
35. 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
36. Book orders for Summer Sessions		Department Chairs	10 March
37. Fall Advisement Begins	Advisors	Students	18 April
38. Early-Registration For Fall Semester begins		Students	25 April
39. Book order for Fall		Department Chair	25 April
40. Summer teaching decisions		Department Chair & Dean	25 April
41. Applying for the President's Award		President's Award Committee	At PAC discretion

42. Last day to take a decision on Incomplete Grade before coming F, from Fall semester	Deans		1 June
43. Annual Faculty Self Evaluation, annual report, closing of the annual plan	Faculty	Department Chair	5 June
44. Last day to make decision on Grade Appeal for Spring / Grade Change for Spring	Deans		27 June
45. Completion of Annual Faculty Evaluations (including faculty annual reports and closing of the annual plans for all faculty)	Department Chair	Dean	19 June
46. Department Chair Annual Self-Evaluation (including completed annual plan) and Annual Report for the Department	Department Chair	Dean	19 June
47. Submission of final semester grades		Registrar's Office	48 hours after the final exam
48. 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.