

Action Plan Schedule for Academic Affairs

Academic Year 2014-2015

Objective Action Item:	Person/School/Department responsible	Initiate date	Date Due
Fall semester			
1. New Faculty Orientation	Provost		26-27 August
2. Fall Final Exam Schedule	Registrar		25 August
3. Updating the website	Deans & Department Chairs		1 September
4. Black board and Portal workshop	TLC & IT Department		25 August
5. Faculty Contract Renewal Notification	Provost		14 September
6. Establish an Assessment Committee	School Dean		14 September
7. General Education workshop	TLC & General Education Committee		28 September
8. Degree plan for all programs	Deans + Department Chairs		5 October
9. Faculty teaching loads report	Deans		5 October
10. New Faculty members search process for Spring	Deans	14 September	30 October
11. Hiring Process for the next Academic Year	Deans and Provost	5 October	13 November

12. Department Chair Meeting	Provost		16 October
13. Spring Schedule	Provost & Deans	5 October	30 October
14. Advising		12-30 November	
15. Submit the list of priority actions for 2015-16 to the Provost	Dean		20 November
16. Book orders for Spring	Deans & Department Chairs		30 November
17. Submit Sabbatical Leave recommendations to the Provost	Deans	1 December	
18. Pre-registration period		7-18 December	
19. Submit Sabbatical Leave recommendations to the President	Provost	15 December	
20. Submit the final list of the Schools' priority actions for 2015-16 to the President	Provost		18 December
Spring semester			
21. Spring Final Exam Schedule	Registrar		18 January
22. New Faculty Orientation	Provost		21 January
23. Updating the website	Deans & Department Chairs		25 January
24. General Education workshop	TLC & General Education Committee		22 February
25. Faculty teaching loads report	Deans		1 March

26. Department Chairs Meeting	Provost		5 March
27. Create Calendar for next year	Provost & Calendar Committee	8 March	19 March
28. Summer Session I & II Schedules	Provost & Deans		22 March
29. Fall Schedule	Provost & Deans		22 March
30. Create Budget	Provost, Deans, Director of Library , Director of Teaching and Learning Center and Manager of International Programs Office	29 March	16 April
31. Catalog information to Registrar	Provost & Deans		1 May
32. Hiring process for adjunct Faculty for Summer Sessions	Provost and Deans		17 May
33. Book orders for Summer Session I	Deans & Department Chairs		19 April
34. Advising		19-30 April	
35. Book orders for Summer Session II	Deans & Department Chairs		3 May
36. Faculty Evaluation & Recommendation	Deans		1 June
37. Submit the Manuals and Handbooks to the Provost	Deans, Dean of Student Affairs , HR Director and OIP Manager		1 June
38. Faculty Promotion decision to the President	Provost		15 June

39. Book orders for Fall 2015	Deans & Department Chairs		15 June
40. Submit School Annual Reports	Deans		15 June
41. The provost will send his suggestions to the Manuals and Handbooks owners	Provost		1 July
42. The Manuals and Handbooks owners will send the final version to the Provost	Deans, Dean of Student Affairs , HR Director and OIP Manager		1 August
43. The Provost will send his final approval or recommendations to the Manuals and Handbooks owners	Provost		10 August
44. Manuals and Handbooks owners will publish them	Deans, Dean of Student Affairs , HR Director and OIP Manager		15 August

❖ The Deans should submit their recommendations about the faculty members whose contracts need to be renewed before 7 months of their contracts valid.