

Action Plan Schedule for Academic Affairs

Academic Year 2015-2016

Objective Action Item:	Person/School/Department responsible	Initiate date	Date Due
Fall semester			
1. New Faculty Orientation	Provost		25-26 August
2. Fall Final Exam Schedule	Registrar		25 August
3. Providing updated advising lists	Deans	23 August	25 August
4. Updating the website	Deans & Department Chairs		1 September
5. Blackboard and Portal workshop	TLC		24 August
6. Faculty Annual Plan	Faculty members and Department Chairs	6 September	10 September
7. Academic Year Action Plan from all Schools and Units	Deans (including Student Affairs)& Units Head		17 September
8. Faculty Contract Renewal Notification	Provost		13 September
9. Establish an Assessment Committee	School Dean		13 September
10. General Education workshop	TLC & General Education Committee		Mid - September
11. Faculty teaching load report	Deans		27 September

12. Updated advisement plan for all programs	Deans + Department Chairs		4 October
13. New Faculty members search process for Spring	Deans	13 September	29 October
14. Hiring Process for the next Academic Year	Deans and Provost	4 October	13 December
15. Department Chair Retreat	Provost		15 October
16. Spring Course Schedule	Provost & Deans	4 October	29 October
17. Advising		15-30 November	
18. Submit the list of priority actions for 2016-17 to the Provost	Dean		19 November
19. The Registrar will submit the list of expected graduates to the Dean	Registrar & Deans		29 November
20. Book orders for Spring	Deans & Department Chairs		29 November
21. Submit Sabbatical Leave recommendations to the Provost	Deans	1 December	
22. Pre-registration period		6 -17 December	
23. The Deans will submit the list of expected graduates to the Provost	Deans & Provost		15 December
24. Submit Sabbatical Leave recommendations to the President	Provost	15 December	
25. Submit the final list of the Schools' priority actions for 2016-17 to the President	Provost		20 December

26. Faculty Promotion decision to the President	Provost		11 January
27. 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		16 January
28. The Registrar should confirm the list of graduates for Fall after the announcement of final grades	Registrar & Provost		19 January
29. The Provost will submit the list of expected graduates to the President	Provost		20 January
Spring semester			
30. Providing updated advising lists	Deans	17 January	19 January
31. Spring Final Exam Schedule	Registrar		17 January
32. New Faculty Orientation	Provost		20 January
33. Updating the website	Deans & Department Chairs		24 January
34. The Registrar sends the Dean's list for Fall	Registrar		2 February
35. General Education workshop	TLC & General Education Committee		Mid - February
36. Faculty teaching load report	Deans		21 February
37. Department Chairs Retreat	Provost		3 March

38. Create Academic Calendar for next year	Provost & Calendar Committee	6 March	20 March
39. Summer Session Schedule	Provost & Deans		20 March
40. Fall Schedule	Provost & Deans		20 March
41. Create Budget	Provost, Deans (including Student Affairs), Director of Library ,Director of Teaching and Learning Center and Manager of International Programs Office	27 March	14 April
42. Book orders for Summer Session	Deans & Department Chairs		17 April
43. Student Recognition Award Ceremony Preparation & list of names	Dean, Student Affairs & Provost		15 April
44. The Registrar will submit the list of expected graduates for Spring and Summer to the Deans	Registrar & Deans		24 April
45. Advising		17 – 28 April	
46. The Deans will submit the list of expected graduates for Spring and Summer to the Provost	Deans & Provost		10 May
47. The Provost will submit the list of expected graduates for Spring and Summer to the President	Provost		12 May
48. Pre-registration period for Fall semester		1 May – 12 May	
49. Hiring process for adjunct Faculty for Summer Session	Provost and Deans		15 May

50. President Award Winner Announcement	TLC Director and Provost		19 May
51. The Registrar prepares and submits Diplomas for the graduates to the provost	Registrar & Provost		25 May
52. Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from Fall semester	Deans & Provost		28 May
53. Submit the Manual and Handbook to the Provost	Deans, Dean of Student Affairs , HR Director and OIP Manager		29 May
54. The Registrar should confirm the list of graduates for Spring after the Grades announcement	Registrar & Provost		31 May
55. The Provost will send the confirmed list for Spring to the President & Deans	Provost		5 June
56. Submit School Annual Reports	Deans		9 June
57. All the committees reporting to the provost should submit a final report	Committee Chairs		5 June
58. The Registrar sends the Dean's list for Spring	Registrar		14 June
59. Catalog information to Registrar	Provost & Deans		15 June
60. Faculty Evaluation & Recommendation	Deans		15 June
61. Faculty Promotion decisions to the President	Provost		16 June
62. Book orders for Fall 2015	Deans & Department Chairs		16 June

63. The provost will send his suggestions to the Manual and Handbook owners	Provost		2 July
64. The Manual and Handbook owners will send the final version to the Provost	Deans, Dean of Student Affairs , HR Director and OIP Manager		31 July
65. The Registrar should confirm the list of graduates for Summer after the announcement of final grades	Registrar & Provost		3 August
66. The Provost will send the confirmed list of Summer graduates to the President & Deans	Provost		6 August
67. The Provost will send his final approval or recommendations to the Manual and Handbook owners	Provost		10 August
68. Manual and Handbook owners will publish them	Deans, Dean of Student Affairs , HR Director and OIP Manager		18 August

❖ **The Deans should submit their recommendations for faculty contract renewals 7 months before the contracts expire.**