

## Action Plan Schedule for Academic Affairs

### Academic Year 2016-2017

Objective Action Item:	Person/School/Department responsible	Initiate date	Date Due
<b>Fall semester</b>			
1. New Faculty Orientation	Provost		16-17 August
2. Fall Final Exam Schedule	Registrar		16 August
3. Providing updated advising lists	Deans	14 August	16 August
4. Blackboard and Portal workshop	TLC		17 August
5. Updating the website	Deans & Department Chairs		21 August
6. Updated advisement plan for all programs	Deans + Department Chairs		1 September
7. Faculty Contract Renewal Notification	Provost		4 September
8. Establish an Assessment Committee	School Dean		4 September
9. General Education workshop	TLC & General Education Committee		Beginning - September
10. New Faculty members search process for Spring	Deans	4 September	20 October
11. Faculty Annual Plan	Faculty members and Department Chairs	28 August	8 September

<b>12. Academic Year Action Plan from all Schools and Units</b>	<b>Deans (including Student Affairs)&amp; Units Head</b>		<b>8 September</b>
<b>13. Faculty teaching load report</b>	<b>Deans</b>		<b>8 September</b>
<b>14. Hiring Process for the next Academic Year</b>	<b>Deans and Provost</b>	<b>25 September</b>	<b>8 December</b>
<b>15. Department Chairs' Retreat</b>	<b>Provost</b>		<b>13 October</b>
<b>16. Spring Course Schedule</b>	<b>Provost &amp; Deans</b>	<b>25 September</b>	<b>20 October</b>
<b>17. First Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>26 October</b>
<b>18. Advising</b>		<b>6-19 November</b>	
<b>19. Submit the list of priority actions for 2016-17 to the Provost</b>	<b>Dean</b>		<b>9 November</b>
<b>20. The Registrar will submit the list of expected graduates for Fall 2016 to the Dean</b>	<b>Registrar &amp; Deans</b>		<b>20 November</b>
<b>21. Book orders for Spring</b>	<b>Deans &amp; Department Chairs</b>		<b>20 November</b>
<b>22. Submit Sabbatical Leave recommendations to the Provost</b>	<b>Deans</b>	<b>1 December</b>	
<b>23. Pre-registration period</b>		<b>27 November -10 December</b>	
<b>24. Second Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>7 December</b>
<b>25. The Deans will submit the list of expected graduates for Fall 2016 to the Provost</b>	<b>Deans &amp; Provost</b>		<b>7 December</b>

<b>26. Submit the final list of the Schools' priority actions for 2016-17 to the President</b>	<b>Provost</b>		<b>11 December</b>
<b>27. Submit Sabbatical Leave recommendations to the President</b>	<b>Provost</b>	<b>15 December</b>	
<b>28. Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from both Summer Sessions and Spring</b>	<b>Deans &amp; Provost</b>		<b>17 December</b>
<b>29. The Registrar should confirm the list of graduates for Fall after the announcement of final grades</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>20 December</b>
<b>30. The Deans send the final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>25 December</b>
<b>31. Third Academic Council (to approve List of Graduates for Fall 2016)</b>	<b>Provost &amp; Academic Council Members</b>		<b>28 December</b>
<b>32. The Provost will submit the confirmed list of graduates for Fall 2016 to the President</b>	<b>Provost</b>		<b>2 January</b>
<b>Spring semester</b>			
<b>33. The Registrar sends the Dean's list for Fall</b>	<b>Registrar</b>		<b>2 January</b>
<b>34. The Registrar sends the President's list for Fall</b>	<b>Registrar</b>		<b>2 January</b>
<b>35. Providing updated advising lists</b>	<b>Deans</b>	<b>8 January</b>	<b>10 January</b>
<b>36. Spring Final Exam Schedule</b>	<b>Registrar</b>		<b>8 January</b>
<b>37. Faculty Promotion decision to the President</b>	<b>Provost</b>		<b>11 January</b>

<b>38. New Faculty Orientation</b>	<b>Provost</b>		<b>11 January</b>
<b>39. Updating the website</b>	<b>Deans &amp; Department Chairs</b>		<b>15 January</b>
<b>40. The Registrar prepares and submits Diplomas for Fall graduates to the provost</b>	<b>Registrar &amp; Provost</b>		<b>24 January</b>
<b>41. General Education workshop</b>	<b>TLC &amp; General Education Committee</b>		<b>Beginning - February</b>
<b>42. Faculty teaching load report</b>	<b>Deans</b>		<b>1 February</b>
<b>43. Department Chairs' Retreat</b>	<b>Provost</b>		<b>23 February</b>
<b>44. Create Academic Calendar for next year</b>	<b>Provost &amp; Calendar Committee</b>	<b>26 February</b>	<b>12 March</b>
<b>45. Summer Session Schedule</b>	<b>Provost &amp; Deans</b>		<b>12 March</b>
<b>46. Fall Schedule</b>	<b>Provost &amp; Deans</b>		<b>12 March</b>
<b>47. Academic Honors Convocation &amp; Student Recognition Award Ceremony Preparation &amp; lists of names</b>	<b>Dean, Student Affairs &amp; Provost</b>		<b>2 April</b>
<b>48. Create Budget</b>	<b>Provost, Deans (including Student Affairs), Director of Library ,Director of Teaching, Learning Center, Manager of International Programs Office and Manager of Counseling, Testing and Disability Services</b>	<b>12 March</b>	<b>6 April</b>
<b>49. Book orders for Summer Sessions</b>	<b>Deans &amp; Department Chairs</b>		<b>9 April</b>

<b>50. Fourth Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>12 April</b>
<b>51. The Registrar will submit the list of expected graduates for Spring and Summer to the Deans</b>	<b>Registrar &amp; Deans</b>		<b>16 April</b>
<b>52. Advising</b>		<b>9 – 22 April</b>	
<b>53. The Deans will submit the list of expected graduates for Spring and Summer to the Provost</b>	<b>Deans &amp; Provost</b>		<b>3 May</b>
<b>54. Pre-registration period for Fall semester</b>		<b>23 April – 6 May</b>	
<b>55. Hiring process for adjunct Faculty for Summer Session</b>	<b>Provost and Deans</b>		<b>7 May</b>
<b>56. Last day to take a decision on Grade Appeal or change an Incomplete Grade before becoming F, from Fall semester</b>	<b>Deans &amp; Provost</b>		<b>20 May</b>
<b>57. Submit the Manual and Handbook to the Provost</b>	<b>Deans, Dean of Student Affairs , HR Director, OIP Manager and Counseling, Testing and Disability Services</b>		<b>21 May</b>
<b>58. Final Exam Schedules for Summer Sessions</b>	<b>Registrar</b>		<b>21 May</b>
<b>59. The Registrar should confirm the list of graduates for Spring after the Grades announcement</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>23 May</b>
<b>60. The Deans send the final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>28 May</b>
<b>61. Fifth Academic Council Meeting (to approve List of Graduates for Spring 2017)</b>	<b>Provost &amp; Academic Council Members</b>		<b>31 May</b>

<b>62. The Registrar sends the Dean's list for Spring</b>	<b>Registrar</b>		<b>31 May</b>
<b>63. The Registrar sends the President's list for Spring</b>	<b>Registrar</b>		<b>31 May</b>
<b>64. Book orders for Fall 2017</b>	<b>Deans &amp; Department Chairs</b>		<b>31 May</b>
<b>65. The Provost will send the confirmed list of Graduates for Spring 2018 to the President &amp; Deans</b>	<b>Provost</b>		<b>4 June</b>
<b>66. Submit teaching load report for Summer I</b>	<b>Deans</b>		<b>4 June</b>
<b>67. Submit School Annual Reports</b>	<b>Deans</b>		<b>8 June</b>
<b>68. Faculty Promotion decisions to the President</b>	<b>Provost</b>		<b>8 June</b>
<b>69. All the committees reporting to the provost should submit a final report</b>	<b>Committees' Chairs</b>		<b>8 June</b>
<b>70. Catalog information to Registrar</b>	<b>Provost &amp; Deans</b>		<b>11 June</b>
<b>71. Faculty Evaluation &amp; Recommendation</b>	<b>Deans</b>		<b>10 June</b>
<b>72. Sixth Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>21 June</b>
<b>73. The Registrar prepares and submits Diplomas for the graduates to the provost</b>	<b>Registrar &amp; Provost</b>		<b>22 June</b>
<b>74. The provost will send his suggestions to the Manual and Handbook owners</b>	<b>Provost</b>		<b>25 June</b>
<b>75. The Provost will submit the Academic Affairs Annual Report to the President</b>	<b>Provost</b>		<b>29 June</b>

<b>76. Submit teaching load report for Summer II</b>	<b>Deans</b>		<b>19 July</b>
<b>77. The Manual and Handbook owners will send the final version to the Provost</b>	<b>Deans, Dean of Student Affairs , HR Director, OIP Manager and Counseling, Testing and Disability Services</b>		<b>23 July</b>
<b>78. The Provost will send his final approval or recommendations to the Manual and Handbook owners</b>	<b>Provost</b>		<b>6 August</b>
<b>79. Manual and Handbook owners will publish them</b>	<b>Deans, Dean of Student Affairs , HR Director, OIP Manager and Counseling, Testing and Disability Services</b>		<b>10 August</b>
<b>80. The Registrar should confirm the list of graduates for Summer I &amp; II after the announcement of final grades</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>20 August</b>
<b>81. The Deans send the final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>21 August</b>
<b>82. Seventh Academic Council Meeting (to approve Summer Sessions graduates' lists)</b>	<b>Provost &amp; Academic Council Members</b>		<b>22 August</b>
<b>83. The Provost will send the confirmed list of Summer Sessions 2017 graduates to the President &amp; Deans</b>	<b>Provost</b>		<b>23 August</b>
<b>84. The Registrar prepares and submits Diplomas for the graduates to the provost</b>	<b>Registrar &amp; Provost</b>		<b>24 August</b>

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