

## Action Plan Schedule for Academic Affairs

### Academic Year 2017-2018

Objective Action Item:	Person/School/Department responsible	Initiat e date	Date Due
<b>Fall semester</b>			
1. Providing updated advising lists	Deans	13 August	17 August
2. Blackboard and Portal workshop	TLC		Middle of August
3. First Academic Council Meeting (to approve List of Graduates for Summer 2017)	Provost & Academic Council Members		22 August
4. General Education workshop	TLC & General Education Committee		Beginning of September
5. Advising Workshop	TLC & Advisement Coordinator		Beginning of September
6. Fall Final Exam Schedule	Registrar		3 September
7. New Faculty Orientation	Provost		5-6 September
8. Updating the website	Deans & Department Chairs		3 September
9. Updated advisement plan for all programs	Deans + Department Chairs		3 September
10. Establish an Assessment Committee	School Dean		14 September

<b>11. Faculty Annual Plan</b>	<b>Faculty members and Department Chairs</b>	<b>13 August</b>	<b>24 August</b>
<b>12. Annual Operation Plan from all Schools and Units</b>	<b>Deans (including Student Affairs)&amp; Units Head</b>	<b>15 August</b>	<b>14 September</b>
<b>13. Faculty Contract Renewal Notification</b>	<b>Provost</b>		<b>24 September</b>
<b>14. Second Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>8 October</b>
<b>15. Faculty teaching load report</b>	<b>Deans</b>		<b>10 October</b>
<b>16. Department Chairs' Retreat</b>	<b>Provost</b>		<b>19 October</b>
<b>17. New Faculty members search process for Spring</b>	<b>Deans</b>	<b>17 September</b>	<b>22 October</b>
<b>18. Spring Course Schedule</b>	<b>Provost &amp; Deans</b>	<b>1 October</b>	<b>22 October</b>
<b>19. Advising for Spring</b>		<b>12 - 18 November</b>	
<b>20. Submit the list of priority actions for 2017-18 to the Provost</b>	<b>Dean</b>		<b>9 November</b>
<b>21. The Registrar will submit the list of expected graduates for Fall 2017 to the Dean</b>	<b>Registrar &amp; Deans</b>		<b>19 November</b>
<b>22. Book orders for Spring</b>	<b>Deans &amp; Department Chairs</b>		<b>19 November</b>
<b>23. Pre-registration period</b>		<b>19 – 30 November</b>	

<b>24. Submit Sabbatical Leave recommendations to the Provost</b>	<b>Deans</b>	<b>30 November</b>	
<b>25. The Deans will submit the list of expected graduates for Fall 2017 to the Provost</b>	<b>Deans &amp; Provost</b>		<b>4 December</b>
<b>26. Third Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>6 December</b>
<b>27. Hiring Process for the next Academic Year</b>	<b>Deans and Provost</b>	<b>24 September</b>	<b>7 December</b>
<b>28. Submit the final list of the Schools' priority actions for 2017-18 to the President</b>	<b>Provost</b>		<b>10 December</b>
<b>29. Submit Sabbatical Leave recommendations to the President</b>	<b>Provost</b>	<b>15 December</b>	
<b>30. Faculty Promotion decision to the President</b>	<b>Provost</b>		<b>11 January</b>
<b>31. 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>20 January</b>
<b>32. 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>22 January</b>
<b>33. The Deans send the final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>23 January</b>
<b>34. Fourth Academic Council (to approve List of Graduates for Fall 2017)</b>	<b>Provost &amp; Academic Council Members</b>		<b>24 January</b>
<b>35. The Provost will submit the confirmed list of graduates for Fall 2017 to the President</b>	<b>Provost</b>		<b>24 January</b>

<b>36. The Registrar prepares and submits Diplomas for Fall graduates to the provost</b>	<b>Registrar &amp; Provost</b>		<b>25 January</b>
<b>Spring semester</b>			
<b>37. Spring Final Exam Schedule</b>	<b>Registrar</b>		<b>21 January</b>
<b>38. Updating the website</b>	<b>Deans &amp; Department Chairs</b>		<b>21 January</b>
<b>39. Providing updated advising lists</b>	<b>Deans</b>	<b>21 January</b>	<b>23 January</b>
<b>40. New Faculty Orientation</b>	<b>Provost</b>		<b>24 January</b>
<b>41. The Registrar sends the Dean's list for Fall</b>	<b>Registrar</b>		<b>28 January</b>
<b>42. The Registrar sends the President's list for Fall</b>	<b>Registrar</b>		<b>28 January</b>
<b>43. General Education workshop</b>	<b>TLC &amp; General Education Committee</b>		<b>Beginning of February</b>
<b>44. Advising Workshop</b>	<b>TLC &amp; Advisement Coordinator</b>		<b>Beginning of February</b>
<b>45. Faculty teaching load report</b>	<b>Deans</b>		<b>18 February</b>
<b>46. Department Chairs' Retreat</b>	<b>Provost</b>		<b>1 March</b>
<b>47. Create Academic Calendar for next year</b>	<b>Provost &amp; Calendar Committee</b>	<b>25 February</b>	<b>15 March</b>
<b>48. Summer Session Schedule</b>	<b>Provost &amp; Deans</b>		<b>11 March</b>

<b>49. Fall Schedule</b>	<b>Provost &amp; Deans</b>		<b>11 March</b>
<b>50. Fifth Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>14 March</b>
<b>51. Academic Honors Convocation &amp; Student Recognition Award Ceremony Preparation &amp; lists of names</b>	<b>Dean, Student Affairs &amp; Provost</b>		<b>1 April</b>
<b>52. Create Budget</b>	<b>Provost &amp; Deans</b>	<b>11 March</b>	<b>5 April</b>
<b>53. Book orders for Summer Sessions</b>	<b>Deans &amp; Department Chairs</b>		<b>8 April</b>
<b>54. Sixth Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>11 April</b>
<b>55. The Registrar will submit the list of expected graduates for Spring to the Deans</b>	<b>Registrar &amp; Deans</b>		<b>15 April</b>
<b>56. Advising</b>		<b>16–</b>	
<b>57. Pre-registration period for Fall semester</b>		<b>23 April – 4 May</b>	
<b>58. The Deans will submit the list of expected graduates for Spring to the Provost</b>	<b>Deans &amp; Provost</b>		<b>6 May</b>

<b>59. Hiring process for adjunct Faculty for Summer Session</b>	<b>Provost and Deans</b>		<b>6 May</b>
<b>60. Submit the Manual and Handbook (first draft) to the Provost</b>	<b>Deans, HR Manager</b>		<b>20 May</b>
<b>61. Book orders for Fall 2018</b>	<b>Deans &amp; Department Chairs</b>		<b>27 May</b>
<b>62. 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>2 June</b>
<b>63. The Registrar should confirm the list of graduates for Spring after the Grades announcement</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>6 June</b>
<b>64. The Deans send the final graduates' lists to the Provost's office</b>	<b>Deans &amp; Provost</b>		<b>7 June</b>
<b>65. Seventh Academic Council Meeting (to approve List of Graduates for Spring 2018)</b>	<b>Provost &amp; Academic Council Members</b>		<b>10 June</b>
<b>66. The Registrar sends the Dean's list for Spring</b>	<b>Registrar</b>		<b>11 June</b>
<b>67. The Registrar sends the President's list for Spring</b>	<b>Registrar</b>		<b>11 June</b>
<b>68. The Provost will send the confirmed list of Graduates for Spring 2018 to the President &amp; Deans</b>	<b>Provost</b>		<b>12 June</b>
<b>69. Submit School Annual Reports</b>	<b>Deans</b>		<b>7 June</b>
<b>70. Faculty Promotion decisions to the President</b>	<b>Provost</b>		<b>7 June</b>
<b>71. All the committees reporting to the provost should submit a final report</b>	<b>Committees' Chairs</b>		<b>6 June</b>

<b>72. Catalog information to Registrar</b>	<b>Provost &amp; Deans</b>		<b>10 June</b>
<b>73. Faculty Evaluation &amp; Recommendation</b>	<b>Deans</b>		<b>10 June</b>
<b>74. Final Exam Schedules for Summer Sessions</b>	<b>Registrar</b>		<b>17 June</b>
<b>75. The Registrar prepares and submits Diplomas for the graduates to the provost</b>	<b>Registrar &amp; Provost</b>		<b>25 June</b>
<b>76. The provost will send his suggestions to the Manual and Handbook owners</b>	<b>Provost</b>		<b>25 June</b>
<b>77. The Provost will submit the Academic Affairs Annual Report to the President</b>	<b>Provost</b>		<b>28 June</b>
<b>78. Submit teaching load report for Summer</b>	<b>Deans</b>		<b>5 July</b>
<b>79. Eighth Academic Council Meeting</b>	<b>Provost &amp; Academic Council Members</b>		<b>8 July</b>
<b>80. The Manual and Handbook owners will send the final version to the Provost</b>	<b>Deans, HR Manager</b>		<b>22 July</b>
<b>81. The Registrar will submit the list of expected graduates for Summer to the Deans</b>	<b>Registrar's Office</b>		<b>30 July</b>
<b>82. The Provost will send his final approval or recommendations to the Manual and Handbook owners</b>	<b>Provost</b>		<b>5 August</b>
<b>83. The Deans will submit the list of expected graduates for Spring to the Provost</b>	<b>Deans &amp; Provost</b>		<b>8 August</b>
<b>84. Manual and Handbook owners will publish them</b>	<b>Deans, HR Manager</b>		<b>10 August</b>
<b>85. The Registrar should confirm the list of graduates for Summer after the</b>	<b>Registrar &amp; Deans &amp; Provost</b>		<b>21 August</b>

announcement of final grades			
86. The Deans send the final graduates' lists to the Provost's office	Deans & Provost		21 August
87. Ninth Academic Council Meeting (to approve Summer Sessions graduates' lists)	Provost & Academic Council Members		22 August
88. The Provost will send the confirmed list of Summer Sessions 2017 graduates to the President & Deans	Provost		22 August
89. The Registrar prepares and submits Diplomas for the graduates to the provost	Registrar & Provost		25 August

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