

Dates to Remember

Academic Year 2014 - 2015

Action Items	TO	Date Due
Fall semester		
1. Faculty return to AURAK		24 August
2. Send Biography, Research and Publications for website	School Dean / Associate Dean /Department Chair	26 August
3. Faculty Promotion Request	Department Chair & Dean	Before the end of the first week of September Before 4 th September
4. Sabbatical leave request for the following academic year	Department Chair	2 November
5. Submit Sabbatical Leave Department Chair's recommendations	Dean	15 November
6. Book Orders for Spring	Department Chair	16 November

7. Submit the list of priority actions for 2015-16 to the Dean	Department Chair	13 November
8. New course proposals and course changes	Department Chair	ongoing
9. Advising for Spring 2014	Students	23 November – 1 December
10. Pre-registration for Spring semester	Student	7 December – 18 December
11. Submission of Final Semester Grades	Registrar's Office	48 hours after the final exam
12. Submission of Conference Request Participation Form for Fall	School Dean	At Dean's discretion
13. Submission of Seed Grant Applications	University Research Committee (URC)	At URC discretion
Spring semester		
14. Faculty Promotion Request	Dean	Before the end of the first week of January Before 8th January

15. Book orders for Summer Session I	Department Chairs	5 April
16. Advising for Fall 2015	students	12 – 30 April
17. Book orders for Summer Session II	Department Chairs	19 April
18. Pre-registration for Fall semester	students	3 May – 14 May
19. Annual Faculty Self Evaluation and annual report	Department Chair	3 May
20. Summer teaching decisions	Department Chair & Dean	17 May
21. Book order for Fall	Department Chair	1 June
22. Submission of final semester grades	Registrar's Office	48 hours after the final exam
23. Summer leave begins		25 June

- ❖ Application for contract renewal should be submitted to the Department Chair 10 months before the end of the contract.
- ❖ Above schedule is subject to change.