

Dates to Remember

Academic Year 2015 - 2016

Action Items	TO	Date Due
Fall semester		
1. Faculty return to AURAK		23 August
2. Send Biography, Research and Publications for website	School Dean / Associate Dean /Department Chair	25 August
3. Posting the Office hours for the semester on the office door and the contact information should be stated clearly	Faculty Member	30 August
4. Faculty Promotion Request	Department Chair & Dean	Before the end of the first week of September Before 3 rd September
5. Faculty Annual Plan	Faculty members and Department Chairs	6 September
6. Midterm Grade submission	Faculty member	15 - 29 October

7. Sabbatical leave request for the following academic year	Department Chair	1 November
8. Submit Sabbatical Leave Department Chair's recommendations	Dean	15 November
9. Book Orders for Spring	Department Chair	15 November
10. Submit the list of priority actions for 2016-17 to the Dean	Department Chair	12 November
11. New course proposals and course changes	Department Chair	ongoing
12. Advising for Spring 2014	Students	15 – 30 November
13. Pre-registration for Spring semester	Student	6 December – 17 December
14. 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
15. Submission of Final Semester Grades	Registrar's Office	48 hours after the final exam

16. Submission of Conference Request Participation Form for Fall	School Dean	At Dean's discretion
17. Submission of Seed Grant Applications	University Research Committee (URC)	At URC discretion
Spring semester		
18. Faculty Promotion Request	Dean	Before the end of the first week of January Before 7th January
19. Posting the Office hour for the semester on the office door and the contact information should be stated clearly	Faculty Member	24 January
20. Midterm Exam Submission	Faculty members	10 – 24 March
21. Book orders for Summer Session I	Department Chairs	3 April
22. Advising for Fall 2015	students	17 April -28 April
23. Pre-registration for Fall semester	students	1 May – 12 May

24. Summer teaching decisions	Department Chair & Dean	15 May
25. Applying for the President's Award	President's Award Committee	At PAC discretion
26. Last day to take a decision on Grade Appeal or change the Incomplete Grade before coming F, from Fall semester	Deans & Provost	28 May
27. Annual Faculty Self Evaluation and annual report	Department Chair	5 June
28. Book order for Fall	Department Chair	1 June
29. Submission of final semester grades	Registrar's Office	48 hours after the final exam
30. Summer leave begins		17 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.**