

Dates to Remember

Academic Year 2016 - 2017

| Action Items | TO | Date Due |
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| Fall semester | | |
| 1. Faculty return to AURAK | | 14 August |
| 2. Send Biography, Research and Publications for website | School Dean / Associate Dean /Department Chair | 16 August |
| 3. Posting the Office hours for the semester on the office door and the contact information should be stated clearly | Faculty Member | 20 August |
| 4. Faculty Annual Plan | Faculty members and Department Chairs | 28 August |
| 5. Faculty Promotion Request | Department Chair & Dean | Before the end of the first week of September Before 8 th September |
| 6. Midterm Grade submission | Faculty member | 8 - 23 October |

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| 7. | | |
| 8. Sabbatical leave request for the following academic year | Department Chair | 1 November |
| 9. Book Orders for Spring | Department Chair | 6 November |
| 10. Submit the list of priority actions for 2016-17 to the Dean | Department Chair | 6 November |
| 11. New course proposals and course changes | Department Chair | Ongoing* |
| 12. Submit Sabbatical Leave Department Chair's recommendations | Dean | 15 November |
| 13. Advising for Spring 2017 | Students | 6 - 19 November |
| 14. Pre-registration for Spring semester | Student | 27 November -10 December |
| 15. 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 | 17 December |

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| 16. Submission of Final Semester Grades | Registrar's Office | 48 hours after the final exam |
| 17. Submission of Conference Request Participation Form for Fall | School Dean | At Dean's discretion |
| 18. Submission of Seed Grant Applications | University Research Committee (URC) | At URC discretion |
| Spring semester | | |
| 19. Faculty Promotion Request | Dean | Before the end of the first week of January Before 5th January |
| 20. Posting the Office hour for the semester on the office door and the contact information should be stated clearly | Faculty Member | 15 January |
| 21. Midterm Exam Submission | Faculty members | 7– 19 March |
| 22. Book orders for Summer Session I | Department Chairs | 28 March |
| 23. Advising for Fall 2018 | students | 9 – 22 April |

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| 24. Pre-registration for Fall semester | students | 23 April – 6 May |
| 25. Summer teaching decisions | Department Chair & Dean | 7 May |
| 26. Applying for the President's Award | President's Award Committee | At PAC discretion |
| 27. Book order for Fall | Department Chair | 17 May |
| 28. Last day to take a decision on Grade Appeal or change the Incomplete Grade before coming F, from Fall semester | Deans & Provost | 20 May |
| 29. Annual Faculty Self Evaluation and annual report | Department Chair | 28 May |
| 30. Submission of final semester grades | Registrar's Office | 48 hours after the final exam |
| 31. Summer leave begins | | TBA |

- ❖ **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.**