

Dates to Remember

Academic Year 2017 - 2018

Action Items	TO	Date Due
Fall semester		
1. Faculty return to AURAK		6 August
2. Send Biography, Research and Publications for website	School Dean / Associate Dean /Department Chair	6 August
3. Posting the Office hours for the semester on the office door and the contact information should be stated clearly	Faculty Member	10 August
4. Faculty Annual Plan	Faculty members and Department Chairs	24 August
5. Faculty Promotion Request	Department Chair & Dean	Before the end of the first week of September Before 7 th September
6. Midterm Grade submission	Faculty member	8 Oct – 9 Nov

7. Sabbatical leave request for the following academic year	Department Chair	1 November
8. Submit the list of priority actions for 2016-17 to the Dean	Department Chair	2 November
9. Book Orders for Spring	Department Chair	12 November
10. New course proposals and course changes	Department Chair	Ongoing*
11. Submit Sabbatical Leave Department Chair's recommendations	Dean	15 November
12. Advising for Spring 2018	Students	12 - 18 November
13. Pre-registration for Spring semester	Student	19 - 29 November
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	20 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 4th 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	25 February – 29 March
21. Book orders for Summer Session	Department Chairs	1 April
22. Advising for Fall 2018	students	16– 22 April
23. Pre-registration for Fall semester	students	23 April – 4 May

24. Summer teaching decisions	Department Chair & Dean	29 April
25. Applying for the President's Award	President's Award Committee	At PAC discretion
26. Book order for Fall	Department Chair	20 May
27. Last day to take a decision on Grade Appeal or change the Incomplete Grade before coming F, from Fall semester	Deans & Provost	2 June
28. Annual Faculty Self Evaluation and annual report	Department Chair	27 May
29. Submission of final semester grades	Registrar's Office	48 hours after the final exam
30. 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.