

New Deadlines

Annual Report:

- ❖ All faculty members need to submit their annual report to the concerned Department Chair before May 15, 2016.

- ❖ All Department Chairs need to submit the department annual report to the Dean before May 22, 2016.

- ❖ All Deans, directors and managers reporting to the Provost need to submit the final annual report for their unit by May 29, 2016.

- ❖ If we follow the above deadline the Provost may submit the final annual report to the President by June 15, 2016.

Annual Evaluation:

- ✓ Every faculty member should use the right form.
- ✓ The supervisors need to use the right forms to evaluate those who report to them.

- ❖ All faculty members need to submit their self-evaluation to their department chair by June 5, 2016, or another date specified by the chair.

- ❖ The Associate Dean & Department Chairs need to submit their self-evaluation in the correct form to their Dean by June 5, 2016, or another date specified by the dean.
- ❖ The Deans will submit their evaluations for all faculty members (full time and adjunct) in their school, including their self-evaluation, to the Provost before June 9, 2016.

Catalog Update:

- ❖ The Register's Office needs to receive a camera ready copy of all of your catalog changes from the Provost by 15 June. (If catalog changes include changes to courses as listed in the current catalog, then the changes need to receive approval through the curriculum process.)
- ❖ The Deans need to send all catalog revisions to the Provost by 1 June, including all the curriculum approvals by Academic Council and the ERRATA changes.
- ❖ The Registrar's Office needs to check that all the Curriculum Committee approvals that were made during the academic year have been added to the new catalog.