

### VPCAO Academic Calendar 2013 - 2014

date	day	event
8-Aug-2013	Thursday	end of summer session classes
19-Aug-2013	Monday	START: HR orientation program [19 Aug - 27 Aug 2013]
21-Aug-2013	Wednesday	end of summer - Administrators
25-Aug-2013	Sunday	start of fall semester - Administrators
29-Aug-2013	Thursday	end of summer - Faculty
27-Aug-2013	Tuesday	END: HR orientation program [19 Aug - 27 Aug 2013]
1-Sep-2013	Sunday	start of fall semester - Faculty
5-Sep-2013	Thursday	academic orientation program for new faculty
9-Sep-2013	Monday	OFID: Technology Support for new faculty [ Sept 9 - Oct 3, 2013 ]
10-Sep-2013	Tuesday	OE distributes copies of Faculty Performance Review and Development System [FPRDS] manuals to HoDs
10-Sep-2013	Tuesday	heads of department distribute copies of the FPRDS manuals to faculty members
15-Sep-2013	Sunday	start of classes - fall semester
18-Sep-2013	Wednesday	START: department heads hold meetings with department members to explain and agree upon FPRDS internal criteria [18 Sep - 1 Oct]
18-Sep-2013	Wednesday	START: each faculty member fills out scoring record for FPRDS through my.qu.edu.qa [18 Sep 2013 - 12 May 2014]
22-Sep-2013	Sunday	last date to request Part Time/Visiting faculty members for spring semester
23-Sep-2013	Monday	last day for requesting VPCAO approval of overload teaching for fall
1-Oct-2013	Tuesday	END: department heads hold meetings with department members to explain and agree upon FPRDS internal criteria [18 Sep - 1 Oct]
1-Oct-2013	Wednesday	faculty member submits academic promotion files to Department Head
1-Oct-2013	Wednesday	decision notification on completion of <b>probation</b> year for those faculty members who started in spring
31-Oct-2013	Thursday	deadline for faculty to submit proposal and application for sabbatical leave to Department Head
3-Nov-2013	Sunday	department Heads forward approved academic promotion dossier to the Deans
14-Nov-2013	Thursday	department Head forwards approved sabbatical file(s) to the Dean
26-Nov-2013	Tuesday	deadline for receiving recruitment applications
26-Nov-2013	Tuesday	review portfolios of faculty members whose contracts expire at end of following AY for fall hires [10 days]
28-Nov-2013	Thursday	estimated: deadline for initial submission of New Academic Program Proposals to be implemented in AY 2013 - 2014
28-Nov-2013	Thursday	estimated: deadline for initial submission of Program Restructuring proposals to be implemented in AY 2013 - 2014

1-Dec-2013	Sunday	deadline for deans to submit approved academic promotion dossier to the VPCAO
12-Dec-2013	Thursday	deadline for deans to forward approved sabbatical file(s) to the VPCAO
15-Dec-2013	Sunday	deadline for department heads to send short list of recruitment candidates to deans
26-Dec-2013	Thursday	VPCAO notification of final decision on sabbatical leave applications
29-Dec-2013	Sunday	deadline to submit revised proposals of New programs & Program Restructuring to be implemented in AY 2013 - 2014
2-Jan-2014	Thursday	<i>end of classes - fall semester</i>
15-Jan-2014	Thursday	OFID DAYS 4
20-Jan-2014	Wednesday	deans submit college recommendation on contract renewal/non-renewal for fall hires with supporting documents to VPCAO for approval
26-Jan-2014	Sunday	<i>estimated: start of semester break</i>
30-Jan-2014	Thursday	colleges request textbooks
6-Feb-2014	Thursday	<i>estimated: end of semester break</i>
16-Feb-2014	Sunday	<i>first day of classes</i>
18-Feb-2014	Sunday	final decision on renewal/non-renewal of contracts for fall hires
27-Feb-2014	Thursday	Deadline for submitting Curriculum Enhancement proposals to be implemented in AY 2013 - 2014
6-Mar-2013	Thursday	colleges inform faculty member of contract renewal/non-renewal decision for fall hires
13-Mar-2014	Thursday	last date for submission of academic promotion files to Department Head
13-Mar-2014	Thursday	decision notification on completion of probation year for those faculty members who started in the Fall
20-Mar-2014	Thursday	deadline for deans to send to VPCAO the final recruitment candidates recommended by college/department Recruitment Search Committee
27-Mar-2014	Wednesday	VPCAO sends job offers to recruitment candidates

Color codes	GRANTS
ORIENTATION	SABBATICAL
FPRDS	PROBATION
OFID	ACAD INITIATIVES
RECRUITMENT	TEXTBOOKS
PROMOTION	AWARDS

### VPCAO Academic Calendar 2013 - 2014

date	day	event
8-Apr-2014	Thursday	receiving recruitment candidates acceptance
8-Apr-2014	Wednesday	HR starts hiring process
15-Apr-2014	Tuesday	department Head to forward approved academic promotion dossier to the Dean
21-Apr-2014	Monday	deadline for nominations for the Excellence in Teaching and Learning Award
22-Apr-2014	Thursday	last day to request part-time/visiting faculty members for fall
23-Apr-2014	Thursday	last day for requesting VPCAO approval of overload teaching for spring
4-May-2014	Sunday	nominations for annual Merit Award
4-May-2014	Sunday	deadline for each faculty member to return the FPRDS evaluation manual along with the required documents to the department head
12-May-2014	Monday	END: each faculty member fills out his/her scoring record for FPRDS through my.qu.edu.qa [18 Sep 2013 - 12 May 2014]
12-May-2014	Monday	START: each department head finalizes FPRDS evaluation records, stores each member's results electronically [12 - 22 May 2014]
15-May-2014	Thursday	deans submit approved academic promotion dossier to the VPCAO
22-May-2014	Thursday	END: each department head finalizes FPRDS evaluation records, stores each member's results electronically [12 - 22 May 2014]
26-May-2014	Monday	START: heads of departments meet with each faculty to disclose FPRDS results and provide him/her with a copy [26 - 29 May]
29-May-2014	Thursday	END: heads of departments meet with each faculty to disclose FPRDS results and provide him/her with a copy [26 - 29 May]
1-Jun-2014	Sunday	START: determine academic faculty recruitment needs [1 - 5 June]
2-Jun-2014	Monday	START: heads of departments submit formal report of the FPRD evaluation results to their deans for approval [2 - 5 Jun 2014]
2-Jun-2014	Monday	faculty members submit requests for review of evaluation results to deans concerned [within 3 days of assessment results receipt]
2-Jun-2014	Monday	deans hold a three party meeting in the dean's office to reach a final decision [within 2 weeks of the receipt of the request for the review of assessment results]
4-Jun-2014	Wednesday	START: preparation of the recruitment advertisement content and identification of ad avenues [4 - 10 Jun]
5-Jun-2014	Thursday	END: determine academic faculty recruitment needs [1 - 5 June]
5-Jun-2014	Thursday	END: heads of departments submit formal report of the FPRDS evaluation results to their deans for approval [2 - 5 Jun 2014]
5-Jun-2014	Thursday	<i>end of classes - spring semester</i>
9-Jun-2014	Monday	START: deans fix interview dates for faculty members whose average rate of performance is "below the expected" or "unsatisfactory" in coordination with department head and to fill out the professional development plan form [9 - 19 Jun 2014]
10-Jun-2014	Tuesday	END: preparation of the recruitment advertisement content and identification of ad avenues [4 - 10 Jun]
11-Jun-2014	Wednesday	heads of departments submit the recruitment file to the Dean
12-Jun-2014	Thursday	deans submit faculty recruitment requirements to the VPCAO

19-Jun-2014	Thursday	END: deans fix interview dates for faculty members whose average rate of performance is "below the expected" or "unsatisfactory" in coordination with department head and to fill out the professional development plan form [9 - 19 Jun 2014]
19-Jun-2014	Thursday	VPCAO informs winners of Merit and Teaching Excellence awards of their prizes
22-Jun-2014	Thursday	review portfolios of faculty members whose contracts expire at the end of the following academic year for spring hires [10 days]
23-Jun-2014	Monday	START: colleges send the general report of FPRDS evaluation of their faculty performance to Office of Evaluation [23 - 26 Jun 2014]
24-Jun-2014	Tuesday	VPCAO calculates of college faculty workload and FTE at department level
25-Jun-2014	Thursday	deans submit college recommendation on contract renewal/non-renewal for spring hires with supporting documents to VPCAO for approval
26-Jun-2014	Thursday	END: colleges send the general report of FPRDS evaluation of their faculty performance to Office of Evaluation [23 - 26 Jun 2014]
29-Jun-2014	Sunday	<i>estimated: start of summer session classes</i>
29-Jun-2014	Thursday	final decision on renewal/non-renewal of contracts for spring hires
29-Jun-2014	Sunday	HR and colleges begin advertising for vacant position
6-Jul-2014	Sunday	<i>start of summer - Faculty</i>
11-Jun-2014	Wednesday	informing the faculty member of contract renewal/non-renewal decision for spring hires
13-Jul-2014	Sunday	<i>start of summer - Administrators</i>
21-Aug-2014	Thursday	<i>end of summer - Administrators</i>
25-Aug-2014	Thursday	<i>estimated: end of summer session classes</i>
28-Aug-2014	Sunday	<i>end of summer - Faculty</i>
31-Aug-2014	Sunday	<i>start of semester - faculty</i>
14-Sep-2014	Sunday	<i>start of classes - fall semester</i>
<b>Color codes</b>	<b>GRANTS</b>	
<b>ORIENTATION</b>	<b>SABBATICAL</b>	
<b>FPRDS</b>	<b>PROBATION</b>	
<b>OFID</b>	<b>ACAD INITIATIVES</b>	
<b>RECRUITMENT</b>	<b>TEXTBOOKS</b>	
<b>PROMOTION</b>	<b>AWARDS</b>	