

VPCAO Academic Calendar 2011 - 2012		
date	day	event
4-Aug-2011	Thursday	end of summer session classes
14-Aug-2011	Sunday	Start: HR orientation program - part 1 [14 - 21 Aug 2011]
21-Aug-2011	Sunday	End: HR orientation program - part 1 [14 - 21 Aug 2011]
25-Aug-2011	Thursday	end of summer - Administrators
6-Sep-2011	Tuesday	start of fall semester - Administrators
7-Sep-2011	Wednesday	Start: HR orientation program - part 2 [7 - 14 Sept 2011]
8-Sep-2011	Thursday	end of summer - Faculty
11-Sep-2011	Sunday	start of fall semester - Faculty
14-Sep-2011	Wednesday	START: NPRP grant - submit letter of intent [14 Sep - 19 Oct]
14-Sep-2011	Wednesday	End: HR orientation program - part 2 [7 - 14 Sept 2011]
14-Sep-2011	Wednesday	OFID: Faculty Development Week [Sept 14 - 22]
18-Sep-2011	Sunday	OE distributes copies of Faculty Performance Review and Development System [FPRDS] manuals to dept heads
18-Sep-2011	Sunday	heads of department distribute copies of the FPRDS manuals to faculty members
19-Sep-2011	Monday	last date to request Part Time/Visiting faculty members for spring semester
20-Sep-2011	Tuesday	Yahala - day 1: Academic Orientation
21-Sep-2011	Wednesday	Yahala - day 2: Academic Orientation
22-Sep-2011	Thursday	last day for requesting VPCAO approval of overload teaching for fall
25-Sep-2011	Sunday	start of classes - fall semester
25-Sep-2011	Wednesday	START: HoDs hold meetings with department members to explain/agree upon FPRDS internal criteria [Sep 25 -29]
29-Sep-2011	Saturday	END: HoDs hold meetings with department members to explain & agree upon FPRDS internal criteria [Sep 25 - 29]
2-Oct-2011	Sunday	faculty member submits academic promotion files to Department Head
2-Oct-2011	Sunday	decision notification on completion of probation year for those faculty members who started in the spring
2-Oct-2011	Thursday	HoDs hold individual meetings with each member to agree upon annual action plan [relative weighing] and required course portfolio [Oct 2 - 9]
12-Oct-2011	Wednesday	START: NPRP grant - submit lead principal proposal [12 Oct - 21 Dec]
12-Oct-2011	Wednesday	START: NPRP grant - RO final proposal [12 Oct 2010 - 18 Jan 2012]
19-Oct-2011	Wednesday	END: NPRP grant - submit letter of intent [14 Sep - 19 Oct]
31-Oct-2011	Monday	deadline for faculty to submit proposal and application for sabbatical leave to Department Head
1-Nov-2011	Tuesday	department Heads forward approved academic promotion dossier to the Deans
15-Nov-2011	Tuesday	department Head forwards approved sabbatical file(s) to the Dean
30-Nov-2011	Wednesday	deadline for receiving recruitment applications
30-Nov-2011	Wednesday	review portfolios of faculty members whose contracts expire at end of following academic year - fall hires [10 days]
30-Nov-2011	Wednesday	UREP 10th Cycle Progress Report due
30-Nov-2011	Wednesday	deadline for initial submission of New Academic Program Proposals to be implemented in AY 2011-2012
30-Nov-2011	Wednesday	deadline for initial submission of Program Restructuring proposals to be implemented in AY 2011-2012
1-Dec-2011	Thursday	deadline for deans to submit approved academic promotion dossier to the VPCAO
12-Dec-2011	Monday	deans submit college recommendation on contract renewal/non-renewal for fall hires with supporting documents to VPCAO for approval
15-Dec-2011	Thursday	deadline for department heads to send short list of recruitment candidates to deans
15-Dec-2011	Thursday	deadline for deans to forward approved sabbatical file(s) to the VPCAO
19-Dec-2011	Monday	final decision on renewal/non-renewal of contracts for fall hires
21-Dec-2011	Wednesday	END: NPRP grant - submit lead principal proposal [12 Oct - 21 Dec]
29-Dec-2011	Thursday	colleges inform faculty member of contract renewal/non-renewal decision for fall hires
29-Dec-2011	Thursday	deadline for deans to send to VPCAO the final recruitment candidates recommended by college/department Recruitment Search Committee
29-Dec-2011	Thursday	VPCAO notification of final decision on sabbatical leave applications
30-Dec-2011	Friday	deadline for submitting revised proposals of New programs and Program Restructuring to be implemented in AY 2011-12
5-Jan-2012	Thursday	end of classes - fall semester
16-Jan-2012	Monday	VPCAO sends job offers to recruitment candidates
17-Jan-2012	Tuesday	YSREP: Open LoI submission [17 Jan 2012 - 14 Feb 2010]
18-Jan-2012	Wednesday	END: NPRP grant - RO final proposal [12 Oct 2010 - 18 Jan 2012]
29-Jan-2012	Sunday	start of semester break
30-Jan-2012	Monday	receiving recruitment candidates acceptance
31-Jan-2012	Tuesday	colleges request textbooks
9-Feb-2012	Thursday	end of semester break
12-Feb-2012	Sunday	start of spring semester - Faculty
13-Feb-2012	Monday	last day to request part-time/visiting faculty members for fall
14-Feb-2012	Tuesday	OFID DAYS 3 [Feb 14 - 15, 2012]
14-Feb-2012	Tuesday	YSREP: Open PI proposal submission to the RO and vetting

Color codes	GRANTS
ORIENTATION	SABBATICAL
FPRDS	PROBATION

OFID	ACAD INITIATIVES
RECRUITMENT	TEXTBOOKS
PROMOTION	AWARDS

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15-Feb-2012	Wednesday	HR starts hiring process
16-Feb-2012	Thursday	last day for requesting VPCAO approval of overload teaching for spring
19-Feb-2012	Sunday	start of classes - spring semester
29-Feb-2012	Wednesday	Deadline for submitting Curriculum Enhancement proposals to be implemented in AY 2011-2012
14-Mar-2012	Wednesday	YSREP: Close PI proposal submission
15-Mar-2012	Thursday	last date for submission of academic promotion files to Department Head
15-Mar-2012	Thursday	decision notification on completion of probation year for those faculty members who started in the Fall
18-Mar-2012	Thursday	START: each faculty member fills out scoring record for FPRDS through my.qu.edu.qa [18 Mar - 15 May 2012]
18-Mar-2012	Wednesday	START: each faculty member fills out scoring record for FPRDS through my.qu.edu.qa [18 Mar 2012 - 15 May 2012]
28-Mar-2012	Wednesday	YSREP: Close PI proposal vetting
31-Mar-2012	Thursday	Start of UREP 11th Cycle proposal online submission [noon]
1-Apr-2012	Sunday	VPCAO calculates of college faculty workload and FTE at department level
15-Apr-2012	Sunday	department Head to forward approved academic promotion dossier to the Dean
25-Apr-2012	Monday	Deadline for UREP 11th Cycle proposal online submission
2-May-2012	Monday	Deadline for UREP 11th Cycle RO vetting
15-May-2012	Thursday	END: each faculty member fills out his/her scoring record for FPRDS through my.qu.edu.qa [18 Mar - 15 May 2012]
15-May-2012	Thursday	START: each HoD finalizes FPRDS evaluation records, stores each member's results electronically [15 - 31 May '12]
15-May-2012	Tuesday	YSREP: Successful proposals notification, awards announced
15-May-2012	Tuesday	deans submit approved academic promotion dossier to the VPCAO
15-May-2012	Tuesday	deadline for nominations for the Excellence in Teaching and Learning Award
17-May-2012	Thursday	review portfolios of faculty members whose contracts expire at end of following academic year for spring hires [10 days]
30-May-2012	Wednesday	deans submit college recommendation on contract renewal/non-renewal for spring hires with supporting documents to VPCAO for
31-May-2012	Thursday	END: each HoD finalizes FPRDS evaluation records, stores each member's results electronically [15-31 May 2012]
31-May-2012	Thursday	end of classes - spring semester
2-Jun-2012	Saturday	START: determine academic faculty recruitment needs [2 - 8 June]
3-Jun-2012	Sunday	START: HoDs meet with each faculty to disclose FPRDS results and provide him/her with a copy [3 - 7 June]
3-Jun-2012	Sunday	nominations for annual Merit Award
5-Jun-2012	Tuesday	START: preparation of the recruitment advertisement content and identification of ad avenues [5 - 11 Jun]
7-Jun-2012	Thursday	END: HoDs meet with each faculty to disclose FPRDS results and provide him/her with a copy [3 - 7 June]
7-Jun-2012	Thursday	END: determine academic faculty recruitment needs [1 - 7 June]
7-Jun-2012	Thursday	final decision on renewal/non-renewal of contracts for spring hires
10-Jun-2012	Sunday	START: HoDs submit formal report of the FPRDS evaluation results to their deans for approval [10 - 14 Jun 2012]
11-Jun-2012	Monday	END: preparation of the recruitment advertisement content and identification of ad avenues [5 - 11 Jun]
12-Jun-2012	Tuesday	informing the faculty member of contract renewal/non-renewal decision for spring hires
12-Jun-2012	Tuesday	heads of departments submit the recruitment file to the Dean
13-Jun-2012	Sunday	faculty members submit requests for review of the evaluation results to the deans concerned [within 3 days of the assessment results receipt]
13-Jun-2012	Sunday	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
14-Jun-2012	Thursday	END: HoDs submit formal report of the FPRDS evaluation results to their deans for approval [10 - 14 Jun 2012]
14-Jun-2012	Thursday	deans submit faculty recruitment requirements to the VPCAO
14-Jun-2012	Thursday	NPRP: Successful proposals notification, awards announced
17-Jun-2012	Sunday	START: deans fix interview dates for faculty members whose average rate of performance is "below expected" or "unsatisfactory" in
20-Jun-2012	Wednesday	VPCAO informs winners of Merit and Teaching Excellence awards of their prizes
24-Jun-2012	Sunday	OFID: Jun 17 - 20, 2012 - end of Academic Year Workshops
24-Jun-2012	Sunday	start of summer session classes
28-Jun-2012	Thursday	END: deans fix interview dates for faculty members whose average rate of performance is "below the expected" or "unsatisfactory" in
28-Jun-2012	Thursday	Final UREP 10th Cycle Report due
30-Jun-2012	Saturday	HR and colleges begin advertising for vacant positions
1-Jul-2012	Sunday	START: colleges send the general report of FPRDS evaluation of their faculty performance to OE [1 - 5 July 2012]
1-Jul-2012	Sunday	start of summer - Faculty
5-Jul-2012	Thursday	END: colleges send report of FPRDS evaluation of faculty performance to Office of Evaluation [1 - 5 July 2012]
8-Jul-2012	Sunday	start of summer - Administrators
9-Aug-2012	Thursday	end of summer session classes
15-Aug-2012	Thursday	end of summer - Administrators
26-Aug-2012	Sunday	start of fall semester - Administrators
30-Aug-2012	Thursday	end of summer - Faculty
2-Sep-2012	Sunday	start of fall semester - Faculty

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