

VPCAO Academic Calendar 2012 - 2013		
date	day	event
9-Aug-2012	Thursday	end of summer session classes
15-Aug-2012	Wednesday	end of summer - Administrators
26-Aug-2012	Sunday	START: HR orientation program [26 Aug - 6 Sep 2012]
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
6-Sep-2012	Thursday	END: HR orientation program [26 Aug - 6 Sep 2012]
9-Sep-2012	Sunday	OFID: Technology Support for new faculty [ Sept 9 - 13, 2012 ]
11-Sep-2012	Tuesday	OE distributes copies of Faculty Performance Review and Development System [FPRDS] manuals to HoBs
11-Sep-2012	Tuesday	heads of department distribute copies of the FPRDS manuals to faculty members
13-Sep-2012	Thursday	START: NPRP grant - submit letter of intent [13 Sep - 18 Oct]
16-Sep-2012	Sunday	start of classes - fall semester
18-Sep-2012	Tuesday	START: department heads hold meetings with department members to explain and agree upon FPRDS internal criteria [18 Sep - 1 Oct]
18-Sep-2012	Tuesday	START: each faculty member fills out scoring record for FPRDS through my.qu.edu.qa [18 Sep 2012 - 10 May 2013]
19-Sep-2012	Wednesday	last date to request Part Time/Visiting faculty members for spring semester
20-Sep-2012	Thursday	last day for requesting VPCAO approval of overload teaching for fall
1-Oct-2012	Monday	END: department heads hold meetings with department members to explain and agree upon FPRDS internal criteria [18 Sep - 1 Oct]
2-Oct-2012	Tuesday	faculty member submits academic promotion files to Department Head
2-Oct-2012	Tuesday	decision notification on completion of probation year for those faculty members who started in spring
3-Oct-2012	Wednesday	academic orientation program for new faculty day 1
4-Oct-2012	Thursday	academic orientation program for new faculty day 2
11-Oct-2012	Thursday	START: NPRP grant - submit lead principal proposal [11 Oct - 20 Dec]
11-Oct-2012	Thursday	START: NPRP grant - RO final proposal [11 Oct 2012 - 17 Jan 2013]
31-Oct-2012	Wednesday	deadline for faculty to submit proposal and application for sabbatical leave to Department Head
1-Nov-2012	Thursday	department Heads forward approved academic promotion dossier to the Deans
15-Nov-2012	Thursday	department Head forwards approved sabbatical file(s) to the Dean
29-Nov-2012	Thursday	deadline for receiving recruitment applications
29-Nov-2012	Thursday	review portfolios of faculty members whose contracts expire at end of following AY for fall hires [10 days]
29-Nov-2012	Thursday	UREP 10th Cycle Progress Report due
29-Nov-2012	Thursday	deadline for initial submission of New Academic Program Proposals to be implemented in AY 2012 - 2013
29-Nov-2012	Thursday	deadline for initial submission of Program Restructuring proposals to be implemented in AY 2012 - 2013
2-Dec-2012	Sunday	deadline for deans to submit approved academic promotion dossier to the VPCAO
12-Dec-2012	Wednesday	deans submit college recommendation on contract renewal/non-renewal for fall hires with supporting documents to VPCAO for approval
13-Dec-2012	Thursday	deadline for deans to forward approved sabbatical file(s) to the VPCAO
16-Dec-2012	Sunday	deadline for department heads to send short list of recruitment candidates to deans
19-Dec-2012	Wednesday	final decision on renewal/non-renewal of contracts for fall hires
20-Dec-2012	Thursday	END: NPRP grant - submit lead principal proposal [11 Oct - 20 Dec]
27-Dec-2012	Thursday	colleges inform faculty member of contract renewal/non-renewal decision for fall hires
27-Dec-2012	Thursday	deadline for deans to send to VPCAO the final recruitment candidates recommended by college/department Recruitment Search Committee
27-Dec-2012	Thursday	VPCAO notification of final decision on sabbatical leave applications
30-Dec-2012	Sunday	deadline to submit revised proposals of New programs & Program Restructuring to be implemented in AY 2012 - 2013
3-Jan-2013	Thursday	end of classes - fall semester
14-Jan-2013	Wednesday	OFID DAYS 4
16-Jan-2013	Wednesday	VPCAO sends job offers to recruitment candidates
17-Jan-2013	Thursday	YSREP: Open Lol submission [ 17 Jan 2012 - 14 Feb 2010 ]
17-Jan-2013	Thursday	END: NPRP grant - RO final proposal [11 Oct 2012 - 17 Jan 2013]
27-Jan-2013	Sunday	estimated: start of semester break
30-Jan-2013	Wednesday	receiving recruitment candidates acceptance
31-Jan-2013	Thursday	colleges request textbooks
7-Feb-2013	Thursday	estimated: end of semester break
10-Feb-2013	Sunday	first day of classes
14-Feb-2013	Thursday	last day to request part-time/visiting faculty members for fall
14-Feb-2013	Thursday	last day for requesting VPCAO approval of overload teaching for spring

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

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14-Feb-2013	Thursday	YSREP: Open PI proposal submission to the RO and vetting
17-Feb-2013	Sunday	HR starts hiring process
28-Feb-2013	Thursday	Deadline for submitting Curriculum Enhancement proposals to be implemented in AY 2012 - 2013
14-Mar-2013	Thursday	YSREP: Close PI proposal submission
14-Mar-2013	Thursday	last date for submission of academic promotion files to Department Head
14-Mar-2013	Thursday	decision notification on completion of probation year for those faculty members who started in the Fall
28-Mar-2013	Thursday	YSREP: Close PI proposal vetting
1-Apr-2013	Monday	VPCAO calculates of college faculty workload and FTE at department level
15-Apr-2013	Monday	department Head to forward approved academic promotion dossier to the Dean
15-Apr-2013	Monday	deadline for nominations for the Excellence in Teaching and Learning Award
2-May-2013	Monday	nominations for annual Merit Award
10-May-2013	Monday	deadline for each faculty member to return the FPRDS evaluation manual along with the required documents to the department head
10-May-2013	Monday	END: each faculty member fills out his/her scoring record for FPRDS through my.qu.edu.qa [18 Sep 2012 - 10 May 2013]
10-May-2013	Monday	START: each department head finalizes FPRDS evaluation records, stores each member's results electronically [10 - 23 May 2013]
15-May-2013	Wednesday	YSREP: Successful proposals notification, awards announced
15-May-2013	Wednesday	deans submit approved academic promotion dossier to the VPCAO
16-May-2013	Thursday	review portfolios of faculty members whose contracts expire at the end of the following academic year for spring hires [10 days]
23-May-2013	Thursday	end of classes - spring semester
23-May-2013	Thursday	END: each department head finalizes FPRDS evaluation records, stores each member's results electronically [10 - 23 May 2013]
27-May-2013	Monday	START: heads of departments meet with each faculty to disclose FPRDS results and provide him/her with a copy [27 - 30 May]
30-May-2013	Thursday	deans submit college recommendation on contract renewal/non-renewal for spring hires with supporting documents to VPCAO for approval
30-May-2013	Thursday	END: heads of departments meet with each faculty to disclose FPRDS results and provide him/her with a copy [27 - 30 May]
2-Jun-2013	Sunday	START: determine academic faculty recruitment needs [2 - 8 June]
3-Jun-2013	Monday	START: heads of departments submit formal report of the FPRD evaluation results to their deans for approval [3 - 6 Jun 2013]
3-Jun-2013	Monday	faculty members submit requests for review of evaluation results to deans concerned [within 3 days of assessment results receipt]
3-Jun-2013	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]
5-Jun-2013	Wednesday	START: preparation of the recruitment advertisement content and identification of ad avenues [5 - 11 Jun]
6-Jun-2013	Thursday	END: determine academic faculty recruitment needs [2 - 8 June]
6-Jun-2013	Thursday	final decision on renewal/non-renewal of contracts for spring hires
6-Jun-2013	Thursday	END: heads of departments submit formal report of the FPRDS evaluation results to their deans for approval [3 - 6 Jun 2013]
10-Jun-2013	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 [10 - 20 Jun 2013]
11-Jun-2013	Tuesday	END: preparation of the recruitment advertisement content and identification of ad avenues [5 - 11 Jun]
12-Jun-2013	Wednesday	informing the faculty member of contract renewal/non-renewal decision for spring hires
12-Jun-2013	Wednesday	heads of departments submit the recruitment file to the Dean
13-Jun-2013	Thursday	deans submit faculty recruitment requirements to the VPCAO
13-Jun-2013	Thursday	NPRP: Successful proposals notification, awards announced
20-Jun-2013	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 [10 - 20 Jun 2013]
20-Jun-2013	Thursday	VPCAO informs winners of Merit and Teaching Excellence awards of their prizes
23-Jun-2013	Sunday	estimated: start of summer session classes
23-Jun-2013	Sunday	start of summer - Faculty
24-Jun-2013	Monday	START: colleges send the general report of FPRDS evaluation of their faculty performance to Office of Evaluation [24 - 27 Jun 2013]
24-Jun-2013	Monday	OFID: Jun 24 - 25, 2013
27-Jun-2013	Thursday	END: colleges send the general report of FPRDS evaluation of their faculty performance to Office of Evaluation [24 - 27 Jun 2013]
27-Jun-2013	Thursday	Final UREP 10th Cycle Report due
30-Jun-2013	Sunday	HR and colleges begin advertising for vacant position
30-Jun-2013	Sunday	start of summer - Administrators
8-Aug-2013	Thursday	estimated: end of summer session classes
22-Aug-2013	Thursday	end of summer - Administrators
25-Aug-2013	Sunday	start of fall semester - Administrators
29-Aug-2013	Thursday	estimated: end of summer - Faculty
1-Sep-2013	Sunday	start of fall semester - Faculty
18-Sep-2013	Sunday	start of classes - fall semester
18-Sep-2013	Sunday	start of classes - fall semester

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