



UNIVERSITY of MARYLAND
EASTERN SHORE

DIVISION OF ACADEMIC AFFAIRS
CHRONICLE

Meetings

Departmental Meetings	1 st Tuesday of each month	Various Departments
UMES Senate	2 nd Tuesday of each month	Library Auditorium
Faculty Assembly	3 rd Tuesday of each month	Library Auditorium
Graduate Council Meeting	4 th Tuesday of each month	Library Auditorium
Deans and Chairs Meeting	2 nd Thursday of each month	TBA by Dean
Vice Presidents Meeting	4 th Thursday of each month	Library Auditorium

University of Maryland Eastern Shore

Founder's Week	September 14-18, 2009
Homecoming	February 8-14, 2010
Honors Convocation	April 1, 2010
Administrative Professionals Day	April 21, 2010
Faculty Evaluation (Mid-Year)	
Parents Weekend	October 17-19, 2009
Performance Management Process (Exempt and Non-Exempt Staff)	March 31, 2010
Spring Break (Students)	March 15-21, 2010
Spring Break (University)	March 15-19, 2010

University System of Maryland Awards

Regent's Faculty Award to USM	November 1, 2009
Regent's Staff Award to USM	November 30, 2009

SESSION DATES

Fall Semester	August 31-December 18, 2009
Winter Semester	January 4-22, 2010
Spring Semester	January 25-May 21, 2010
Summer I	June 1-July 2, 2010
Summer II	July 6-August 6, 2010
Summer III	June 1-August 6, 2010

Academic Advising for Pre-Registration

Fall/Summer 2010 Sessions

Winter/Spring 2011 Sessions

Due Date

March 22-April 2, 2010

October 25-November 5, 2010

Academic Program Review

VPAA submits DRAFT reviews of existing academic Program to VCAA of USM for comments

September 11, 2009

USM OAA returns DRAFT reviews to institutions for revision, if necessary

September 25, 2009

Institutions submit final versions of reviews to USM OAA.

October 15, 2009

The BOR Education Policy Committee (EPC) acts on final version of reviews

November 11, 2009

Academic Affairs Review Process

External Review to VPAA

April 1, 2010

VPAA submits request to Deans for External Reviews

January 12, 2010

Deans submit request to Department Chairs

to complete External Reviews

January 13, 2010

Department Chairs contact External Reviewers

January 14-20, 2010

Department Chairs inform VPAA and Dean of the External Reviewer

January 21, 2010

External Reviews Begin

January 26, 2010

External Reviews Completed

February 26, 2010

Department Chairs completes 1st Draft of completed External Review

March 2-5, 2010

Department Chairs submit 1st Draft of completed External Review to Dean for review

March 8

Dean reviews 1st DRAFT of completed external review

March 12, 2010

Dean returns 1st Draft for revisions to Department Chair

March 22, 2010

Department Chair makes revisions to Final External Review

March 23-25, 2010

Department Chair re-submits Final External Review to Dean

March 26, 2010

Dean submits Final External Review to VPAA

March 29, 2010

Academic Standing

(Students on either Academic Probation or Dismissal)

May 24-June 18, 2010

Fall Semester

Registrar's Office runs the Academic Standing Information (Fall)

May 24-25, 2010

Registrar's Office forwards information to appropriate Dean for distribution

(with copy to VPAA's office)

May 26, 2010

Dean distributes list to Department Chairs for review

May 27, 2010

Departments review students who have been placed on Academic Dismissal and Probation

May 28-June 11, 2010

Department informs Dean of students who should be readmitted

June 14, 2010

Dean informs Registrar's of students to be (with copy to VPAA)

June 16, 2010

Registrar's Office issues re-admittance letters and informs the Office of Residence Life of who should be readmitted

June 18, 2010

Spring Semester

Due Date

Registrar's Office runs the Academic Standing Information (Fall)
Registrar's Office forwards information to appropriate Dean for distribution (with copy to VPAA's office)
Dean distributes list to Department Chairs for review
Departments review students who have been placed on Academic Dismissal and Probation
Department informs Dean of students who should be readmitted
Dean informs Registrar's of students to be (with copy to VPAA)
Registrar's Office issues re-admittance letters and informs the Office of Residence Life of who should be readmitted

Due Date

January 5-15, 2010

January 5-6, 2010

January 7, 2010

January 8, 2010

January 9-12, 2010

January 13, 2010

January 14, 2010

January 15, 2010

Academic Search Timeline

Faculty Handbook II-1.00.A-3

Deans/Directors discuss with the VPAA potential vacancies and potential search committee(s).
Dean submits final job description and search committee membership to VPAA for approval
Ad is placed in The Chronicle and other distribution of job vacancy
Dean/Chair appoint a search committee and meet with the Director of Human Resources.
Deadline for completion of screening and interview process
Campus interviews completed
Appointment papers prepared and contracts issued

October 1, 2009

October 30, 2009

November 15, 2009

November 30, 2009

February 15-March 1, 2010

March 30, 2010

April 1, 2010

Academic Schedule Process

Fall Academic Schedule Completion Date

Spring Academic Schedule Completion Date

March 5, 2010

October 17, 2009

Accreditation Process

AACSB

Business, Management and Accounting

Mathematics and Computer Science

On-going

On-going

Fall 2010

Book Orders Due to Bookstore

Summer Adoptions

Fall Adoptions

Winter Adoptions

Spring Adoptions

April 1, 2010

April 15, 2010

October 15, 2009

October 15, 2009

Cancellation of Low Enrollment

All Sessions

3rd day of Class

Commencement

Winter Commencement

Spring Commencement

Summer Commencement

December 19, 2009

May 15, 2010

September 15, 2009

Contracts

Contract Renewals for July 1

Fall Part-time Contracts and Graduate Assistantships

Spring Part-time Contracts and Graduate Assistantships

Summer I and III Part-time Contracts

Summer II Part-time Contracts

June 15, 2010

July 15, 2010

November 15, 2009

May 14, 2010

June 15, 2010

Course Justifications for Low Enrollment

Fall Semester
Spring Semester

Due Date

1st Monday after ADD Period Ends
1st Monday after ADD Period Ends

Distance Education Survey

Due to Institutional Research

Institutional Research requests information from VPAA
VPAA distributes request to Director of Instructional Technology
Director of Instructional Technology completes survey
Director of Instructional Technology returns survey to VPAA
VPAA forwards completed to Institutional Research

December 15, 2009
November 20, 2009
November 21, 2009
November 24-26, 2009
December 1, 2009
December 5, 2009

Emeritus Status

Fall Commencement

VPAA selects the AA Emeritus Status Committee
VPAA request recommendations for Emeritus Status
Recommendations due to VPAA for AA Emeritus Status
VPAA submits recommendations to the Chair of the AA Emeritus Committee
AA Emeritus Committee reviews applications for Emeritus Status
Chair of the AA Emeritus Committee informs the VPAA of their recommendations
VPAA submits the AA Emeritus Committee's recommendations to the President for submittal to the USM Chancellor

August 25, 2009
August 25, 2009
August 28, 2009
September 2, 2009
September 3-15, 2009
September 19, 2009

September 26, 2009

Spring Commencement

VPAA request recommendations for Emeritus Status

Recommendations due to VPAA for AA Emeritus Status

VPAA submits recommendations to the Chair of the AA Emeritus Committee
AA Emeritus Committee reviews applications for Emeritus Status

Chair of the AA Emeritus Committee informs the VPAA of their recommendations

VPAA submits the AA Emeritus Committee's recommendation to the President for submittal to the USM Chancellor

January 26, 2010
February 5, 2010
February 11, 2010
February 12-22, 2010
February 23, 2010

March 5, 2010

Enrollment 101-2009

One-Day Sessions to ensure completion of the Registration Process
for ALL first-time students prior to the start of the Fall 2009 semester

July 7, 8, and 9, 2010
July 14, 15 and 16, 2010

Faculty Assembly

Election of New Officers and Members of the Faculty Grievance Panel

Third Tuesday in April

Faculty Meeting

VPAA Faculty Meeting

First Thursday in May

Faculty Workload – Electronic Submission

Due Date to Institutional Research

Faculty Workload submitted to VPAA from IR
VPAA distributes Faculty Workload information to Deans
Dean distributes Faculty Workload information to Chairs
Department Chairs and Faculty complete Faculty Workload information
Department Chairs return Faculty Workload to Dean for approval
Dean returns completed Faculty Workload to Institutional Research with copy to the VPAA

May 25, 2010
April 20, 2010
April 21, 2010
April 22, 2010
April 23-30, 2010
May 3, 2010
May 4, 2010

First-time Student Profile

Due Date to Institutional Research

Institutional Research provides Information to Academic Affairs
VPAA distributes Internal Survey to Deans
Dean distributes Internal Survey to Department Chairs
Departments complete Internal Survey
Department Chairs return completed Internal Survey to Dean
Dean returns completed Internal Survey to VPAA
VPAA returns completed Internal Survey to Institutional Research

Due Date

September 30, 2009
August 29, 2009
September 1, 2009
September 4, 2009
September 8-12, 2009
September 15, 2009
September 16, 2009
September 19, 2009

Honors Convocation – Part 1

VPAA selects informs members for the Honors Convocation Committee
Director of Honors Program schedules first meeting of the Honors Convocation Committee
Minutes provided to the VPAA of the first meeting
VPAA requests a list of 2009 Spring and Fall Honorees from Registrar
VPAA distributes list to Deans and Honors Program Office
Deans distribute list to appropriate Department Chairs for review and update
Department Chairs return list to Dean
Dean submits updated listing to the VPAA and Director of the Honors Program

October 1, 2009
October 15, 2009
October 30, 2009
January 15, 2010
January 18, 2010
January 19, 2010
January 29, 2010
February 1, 2010

Honors Convocation – Part 2

Department Chairs meet with faculty to review Honorees for Most Outstanding Student in the Department
Department Chairs submit the recommendations to the Dean
Dean submits recommendations to the VPAA and Director of the Honors Program

February 2, 2010
February 5, 2010
February 9, 2010

Honor Convocation – Part 3

Dean request recommendation for the School's Most Outstanding Student from Department Chairs
Department Chairs submit nominations Dean for School's Most Outstanding Student
Dean submits recommendation for School's Most Outstanding Student to the VPAA and Director of the Honors Program

February 8, 2010
February 12, 2010

February 17, 2010

Honorary Degree Process

Ad Hoc Committee will be selected by the President

VPAA request nominations from Deans for Honorary Degree and type of Degree to be awarded
Deans request nominations from Department for Honorary Degrees
Departments submit nominations to Deans
Deans submit nominations to VPAA
VPAA submits nominations to President
President submits nominations to Ad Hoc Committee
Ad Hoc Committee gives recommendations to President
President submits decision to nominating unit or person
President submits recommendation to the Chancellor

September 15, 2009
September 17, 2009
September, 30, 2009
October 3, 2009
October 8, 2009
October 15, 2009
November 30, 2009
December 15, 2009

Inter-Institutional Enrollment

Inter-Institutional Enrollment Forms (Fall)

Inter-Institutional Enrollment Forms (Spring)
Application for Non-UMES Study (All Semesters)

April 2, 2010

November 7, 2009

Last Day of Academic Advising Period

Managing for Results

Due Date to Institutional Research

IR submits requested information to VPAA
VPAA submits request to Deans to request data from Department Chairs
Department Chairs
Deans submit report to VPAA
VPAA returns report to Deans for corrections/changes
Dean returns corrected report to VPAA
VPAA submits report to Institutional Research

Due Date

June 11, 2010
April 26, 2010
April 27, 2010

May 4, 2010
May 11, 2010
May 20, 2010
June 11, 2010

Merit

Faculty Merit Process

Upon Request of VP Administrative Affairs

Minority Achievement Report

Due Date to Institutional Research

Report information due from Chairs to Deans
Report Due from Deans to the VPAA
Report reviewed by VPAA
Reported returned to Deans for changes/corrections
Deans returns corrected Report to VPAA
Report submits from VPAA to the Institutional Research

April 30, 2010
April 9, 2010
April 13, 2010
April 15, 2010
April 19, 2010
April 22, 2010
April 23, 2010

National Survey on Faculty Engagement

On-line Survey

IR Director submits request to the VPAA for submission to faculty
VPAA informs faculty about completion of the survey
Survey completion begins
IR Director informs VPAA of faculty who have not completed survey
VPAA sends correspondence to faculty who have not completed
survey reminding them of the completion date
Survey completion

March 31, 2010
March 9, 2010
March 10, 2010
March 11-31, 2010
March 23, 2010

March 24, 2010
March 31, 2010

National Survey on Student Engagement

On-line Survey

IR Director submits request to the VPAA
VPAA arranges locations for completion of the survey
**VPAA informs faculty teaching Freshman and Senior level courses of the times
and location for their survey completion**
Survey completion begins

May 22, 2010
March 2, 2010
March 3-4, 2010

March 8-10, 2010
March 16-May 1, 2010

Non-Instructional Productivity

Due to Institutional Research

VPAA meets with IR Director and Associate Academic VPs to discuss the nature of the report
VPAA, Associate and Assistant Academic VPs prepare 1st Draft
1st Draft is returned for editing
VPAA, Associate and Assistant Academic VPs review and final editing of the report
Final report is returned for final review
Final report cleanup
VPAA submits report to Institutional Research

May 25, 2010
April 27, 2010
April 28-29, 2010
April 30, 2010
May 3-6, 2010
May 7, 2010
May 10-11, 2010
May 12, 2010

Overloads

Fall Overloads

Spring Overloads

Winter Overloads

Summer I and III Overloads

Summer II Overloads

Due Date

September 11, 2009

February 9, 2010

January 11, 2010

May 17, 2010

June 15, 2010

President's Faculty Appreciation Luncheon

Student Services Center Ballroom

First Thursday in May

Promotion and Tenure Process – Faculty

Written notification by Department Chair to the Assistant Professor (6th year of service)

And Associate Professor (based on contract) who has mandatory review

October 1, 2009

Written notification by the faculty member to the Department Chair requesting Promotion and Tenure review prior to their mandatory year

October 1, 2009

Written notification by the Department Chair to the Dean regarding the composition of Ad Hoc Departmental P&T Committee.

October 15, 2009

Written notification by the Dean to the VPAA of the composition of the Ad Hoc Departmental P&T Committee

November 1, 2009

Selection of the 2009-2009 UMES Promotion and Tenure Review Committee

November 12, 2009

Submission of Dossier by the candidate to the Department Chair, to be forwarded to the Ad Hoc Departmental P&T Committee Chair with a copy of the approved Departmental P&T guidelines

January 29, 2010

The Ad Hoc Departmental P&T Committee transmit their recommendations and all supporting materials to the Department Chairs

February 15, 2010

The Department Chairs transmit their recommendations and all supporting materials to the Deans

March 1, 2010

The Deans transmit their recommendations and all supporting materials to the VPAA

March 22, 2010

The VPAA transmits Dossiers to the UMES Faculty P&T Review Committee

March 24, 2010

UMES Faculty P&T Review Committee begins review of Candidates

March 25, 2010

The UMES Faculty P&T Committee submits its recommendations to the VPAA

May 3, 2010

The VPAA submits recommendations and supporting to the President

May 10, 2010

Promotion and Tenure Process – Librarians

Written Notification by the Dean of Library Services to Faculty who MUST undergo mandatory review

September 15, 2009

Deadline for submitting letter of request for promotion to Dean of Library Services

September 30, 2009

Appointment/Election of Promotion and Permanent Status Committee

October 15, 2009

Deadline for submission of Dossier to Dean of Library Services

November 30, 2009

Promotion and Permanent Status Committee submits reports to the Dean of Library Services

February 15, 2010

The Dean of Library Services transmit recommendations and all supporting materials to the Vice President for Academic Affairs

March 22, 2010

The VPAA submits recommendations and supporting documents to the President

May 10, 2010

Proposal for Course, Program or Curriculum Status

Department to Dean to VPAA to UMES Senate

September 9, 2009-March 1, 2010

Space/Classroom Utilization Survey

Due to Institutional Research

Request made from Institutional Research to the VPAA and VP Administrative Affairs
VPAA and VP Administrative Affairs meet and prepare 1st Draft for the request
1st DRAFT is completed for review by both VPs
VPAA and VP Administrative Affairs meet to review and edit 1st Draft
1st Draft is returned for final edit before submission
Final report submitted

Due Date

October 1, 2009
September 3, 2009
September 9, 2009
September 11, 2009
September 12, 2009
September 16, 2009
September 22, 2009

Strategic Plans

Current Year Summary of Outcomes

Next Academic Yr. Strategic Operational Plan Parts I and II

May 21, 2010
June 18, 2010

Student Evaluation of Instructor

Fall Student Evaluation of Instructor (Waters Hall)
Spring Student Evaluation of Instructor (Waters Hall)

December 1-12, 2010
April 27-May 12, 2010

Supplemental & Incomplete Grade Reports

Fall & All Summer Sessions
Winter & Spring Sessions

August 31-November 16, 2009
January 25-April 7, 2010

Teaching Load Forms

Fall Teaching Load Forms
Spring Teaching Load Forms

September 30, 2010
February 26, 2010

UMES Senate

Election of Officers for next academic year

Second Tuesday in April

U.S. News and World Report College Survey

Due to Institutional Research

Request from IR Director to the VPAA and VPSLEM regarding details of information need to complete the report
VPAA and VPSLEM meet to prepare 1st Draft of the report
1st Draft prepared for review by VPAA and VPSLEM
1st Draft returned for review by VPAA and VPSLEM
VPAA and VPSLEM review 1st Draft for final editing
Final Draft submitted for preparation
Final Draft prepared
VPAA and VPSLEM submit Final report to IR Director

April 9, 2010
February 23, 2010
February 24-25, 2010
February 26, 2010
March 1, 2010
March 2-3, 2010
March 4, 2010
March 5, 8 & 9, 2010
March 12, 2010

Voluntary System of Accountability

Due to Institutional Research

Request from IR Director to VPAA
VPAA, Associate and Assistant VPs meet to prepare 1st Draft
1st Draft prepared
1st Draft submitted to VPAA, Associate and Assistant VPs for review and editing
Final Draft edits prepared
Review of Final Draft for final clean up
VPAA submits Final Report to IR Director

June 30, 2010
May 18, 2010
May 20-21, 2010
May 24-26, 2010
May 27-28, 2010
May 28-June 1, 2010
June 2-4, 2010
June 11, 2010