



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 11-17, 2011
Founder's Day Convocation & Summer Commencement	September 15, 2011
Homecoming	February 19-26, 2012
Honors Convocation	April 5, 2012
Administrative Professionals Day	April 25, 2012
Faculty Evaluation (Mid-Year)	
Parents Weekend	October 21-23, 2011
Performance Management Process (Exempt and Non-Exempt Staff)	March 30, 2012
Spring Break (Students)	March 18-25, 2012
Spring Break (University)	March 19-20, 2012

Due Date

University System of Maryland Awards

Regent's Faculty Award to USM	November 1, 2011
Regent's Staff Award to USM	November 30, 2011

Due Date

SESSION DATES

Fall Semester	August 31-December 16, 2011
Winter Semester	January 3-24, 2012
Spring Semester	January 25-May 18, 2012
Summer I	June 4-July 6, 2012
Summer II	July 9-August 10, 2012
Summer III	June 4-August 10, 2012

Academic Program Review

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

Due Date

September 9, 2011

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

September 23, 2011

Institutions submit final versions of reviews to USM OAA.

October 14, 2011

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

November 11, 2011

Academic Affairs Review Process

External Review to VPAA

VPAA submits request to Deans for External Reviews

Deans submit request to Department Chairs

to complete External Reviews

Department Chairs contact External Reviewers

Department Chairs inform VPAA and Dean of the External Reviewer

External Reviews Begin

External Reviews Completed

Department Chairs completes 1st Draft of completed

External Review to Dean for review

Dean reviews 1st DRAFT of completed external review

Dean returns 1st Draft for revisions to Department Chair

Department Chair makes revisions to Final External Review

Department Chair re-submits Final External Review to Dean

Dean submits Final External Review to VPAA

April 2, 2012

January 11, 2012

January 12, 2012

January 16-20, 2012

January 23, 2012

January 24, 2012

February 24, 2012

March 5-8, 2012

March 9, 2012

March 12, 2012

March 13-14, 2012

March 15, 2012

March 16, 2012

Academic Standing

(Students on either Academic Probation or Dismissal)

Fall Semester

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

May 28-June 15, 2012

May 28-29, 2011

May 31, 2012

June 1, 2012

June 4-8, 2012

June 11, 2012

June 13, 2012

June 14-15, 2012

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

January 3-20, 2012

January 4-5, 2012

January 6, 2012

January 9, 2012

January 10-12, 2012

	<u>Due Date</u>
<u>Academic Standing</u>	
Department informs Dean of students who should be readmitted	January 14, 2012
Dean informs Registrar's of students to be (with copy to VPAA)	January 16, 2012
Registrar's Office issues re-admittance letters and informs the Office of Residence Life of who should be readmitted	January 17-20, 2012
<u>Academic Search Timeline</u>	
Faculty Handbook II-1.00.A-3	
Deans/Directors discuss with the VPAA potential vacancies and potential search committee(s).	October 3, 2011
Dean submits final job description and search committee membership to VPAA for approval	October 31, 2011
Ad is placed in The Chronicle and other distribution of job vacancy	November 15, 2011
Dean/Chair appoints a search committee and meet with the Director of Human Resources.	November 30, 2011
Deadline for completion of screening and interview process	February 13-March 2, 2012
Campus interviews completed	March 30, 2012
Appointment papers prepared and contracts issued	April 2, 2012
<u>Academic Schedule Process</u>	
Fall Academic Schedule Completion Date	February 17, 2012
Spring Academic Schedule Completion Date	October 10, 2011
<u>Accreditation Process</u>	
<u>Application for Exception to Instructional Standard</u>	
Fall Semester Requests	April 30, 2012
Spring Semester Requests	November 21, 2011
<u>Book Orders Due to Bookstore</u>	
Summer Adoptions	April 2, 2012
Fall Adoptions	April 16, 2012
Winter Adoptions	October 17, 2011
Spring Adoptions	October 17, 2011
<u>Cancellation of Low Enrollment</u>	
All Sessions	3 rd day of Class
<u>Commencement</u>	
Winter Commencement	December 17, 2011
Spring Commencement	May 18, 2012
Summer Commencement	September 15, 2011
VPAA forms the AA Emeritus Committee's recommendations to the President for submittal to the USM Chancellor	March 1, 2012
<u>Contracts</u>	
Contract Renewals for July 1	June 15, 2012
Fall Part-time Contracts and Graduate Assistantships	July 16, 2012
Winter & Spring Part-time Contracts and Graduate Assistantships	November 11, 2011
Summer I and III Part-time Contracts	May 11, 2012
Summer II Part-time Contracts	June 18, 2011

Overloads

Fall Overloads
Spring Overloads
Winter Overloads
Summer I and III Overloads
Summer II Overloads

Due Date

October 7, 2011
February 10, 2012
January 16, 2012
June 4, 2012
July 9, 2012

Course Justifications for Low Enrollment

Fall Semester
Spring Semester

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 survey to Institutional Research

December 16, 2011
November 11, 2011
November 14, 2011
November 28-December 1, 2011
December 2, 2011
December 6, 2011

Department Chairs/Directors Evaluations

Department Chairs/Directors complete Evaluation form
Department Chairs/Directors forward completed form to Dean
Department Chairs/Directors meet with Dean to complete Evaluation
Dean submits completed Evaluation forms to VPAA for approval

December 19-20, 2011
December 21, 2011
January 3-6, 2012
January 10, 2012

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 29, 2011
September 1, 2011
September 9, 2011
September 14, 2011
September 15-23, 2011
September 27, 2011

September 30, 2011

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 30, 2012
February 6, 2012
February 9, 2012
February 10-17, 2012
February 23, 2012

February 29, 2012

Enrollment 101-2012

First Session
Second Session

July 10, 11, and 12, 2012
July 17, 18 and 19, 2012

Enrollment Projections

Due Date to President's Office

January 13, 2012

	<u>Due Date</u>
<u>Faculty Assembly</u> Election of New Officers and Members of the Faculty Grievance Panel	Third Tuesday in April
<u>Faculty Evaluations (Mid-Year)</u> Evaluation forms are completed by Faculty Faculty submits completed evaluation form to Department Chair Department Chair meets with faculty to complete Evaluation Department Chair submits completed forms to Dean for approval	January 3-11, 2012 January 12, 2012 January 13-23, 2012 January 25, 2012
<u>Faculty Evaluations (End-Year)</u> Evaluation forms are completed by Faculty Faculty submits completed evaluation form to Department Chair Department Chair meets with faculty to complete Evaluation Department Chair submits completed forms to Dean for approval	March 26-April 2, 2012 April 4, 2012 April 5-13, 2012 April 18, 2012
<u>Faculty Grievance Panel – Election of Panel</u> VPAA prepares ballot for distribution to Deans and Department Chairs for Review Ballot is distributed to Deans and Department Chairs for review and modifications Ballot is returned to VPAA from Deans and Department Chairs for modifications Notification sent to faculty regarding election date of the Panel Meeting scheduled in the Library Auditorium to conduct election of the Panel Votes counted by the VPAA, UMES Senate and Faculty Assembly Chairs Division of Academic Affairs informed of the 2011-2012 Faculty Grievance Panel	September 6, 2011 September 8, 2011 September 12, 2011 September 15, 2011 September 22, 2011 September 22, 2011 September 30, 2011
<u>Faculty Workload – Electronic Submission</u> 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, 2012 April 9, 2012 April 10, 2012 April 11-12, 2012 April 13-19, 2012 April 20, 2012 April 24, 2012
<u>First-time Student Profile</u> 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, 2011 August 29, 2011 August 31, 2011 September 6, 2011 September 6-9, 2011 September 13, 2011 September 14, 2011 September 16, 2011
<u>Honors Convocation – Part 1</u> VPAA selects and 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 Spring and Fall previous academic year Honorees from Registrar VPAA distributes list to Deans and Director of Honors Program Deans distribute list to appropriate Department Chairs for review and update Department Chairs return list to Dean	October 3, 2011 October 6, 2011 October 11, 2011 January 9, 2012 January 11, 2012 January 12, 2012 January 20, 2012

Dean submits updated listing to the VPAA and Director of the Honors Program January 25, 2012

Due Date

Honors Convocation – Part 2

Department Chairs meet with faculty to review Honorees for Most Outstanding Student in the Department January 30, 2012
Department Chairs submit the recommendations to the Dean February 6, 2012
Dean submits recommendations to the VPAA and Director of the Honors Program February 8, 2012

Honor Convocation – Part 3

Dean request recommendation for the School's Most Outstanding Student from Department Chairs February 10, 2012
Department Chairs submit nominations to Dean for School's Most Outstanding Student February 15, 2012
Dean submits recommendation for School's Most Outstanding Student to the VPAA and Director of the Honors Program February 20, 2012

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 September 19, 2011
Deans request nominations from Department for Honorary Degrees September 20, 2011
Departments submit nominations to Deans September, 23, 2011
Deans submit nominations to VPAA September 30, 2011
VPAA submits nominations to President October 7, 2011
President submits nominations to Ad Hoc Committee October 14, 2011
Ad Hoc Committee gives recommendations to President November 18, 2011
President submits decision to nominating unit or person November 23, 2011
President submits recommendation to the Chancellor December 2, 2011

Inter-Institutional Enrollment

Inter-Institutional Enrollment Forms (Fall) April 4, 2012
Inter-Institutional Enrollment Forms (Spring) November 5, 2010
Application for Non-UMES Study (All Semesters) Last Day of Academic Advising Period

Institutional Profile

Due Date to Institutional Research April 6, 2012
VPAA compiles information for Institutional Profile March 19, 2012
VPAA develops 1st Draft March 26, 2012

Managing for Results

Due Date to Institutional Research June 13, 2012
Request submitted to VPAA from Institutional Research April 16, 2012
Deans request data from Department Chairs April 23, 2012
Deans submit report to VPAA May 7, 2012
VPAA review report from Deans May 8-10, 2012
VPAA returns report to Deans for corrections/changes May 11, 2012
Dean returns corrected report to VPAA May 18, 2012
VPAA submits report to Institutional Research June 12, 2012

Merit

Faculty Merit Process

Upon Request of VP Administrative Affairs

	<u>Due Date</u>
<u>Minority Achievement Report</u>	
Due Date to Institutional Research	
Request submitted to VPAA from Institutional Research	April 30, 2012 March 26, 2012
Request submitted to Deans for distribution to Department Chairs	March 28, 2012
Report submitted to Department Chairs from Dean	March 30, 2012
Report returned from Department Chairs to Deans	April 10, 2012
Report Due from Deans to the VPAA	April 13, 2012
Report reviewed by VPAA	April 16, 2012
Report returned to Deans for changes/corrections	April 18, 2012
Deans returns corrected Report to VPAA	April 23, 2012
Report submits from VPAA to the Institutional Research	April 27, 2012
<u>National Survey on Faculty Engagement</u>	
On-line Survey	
IR Director submits request to the VPAA for submission to faculty	March 31, 2012 March 5, 2012
VPAA informs faculty about completion of the survey	March 7, 2012
Survey completion begins	March 8-23, 2012
IR Director informs VPAA of faculty who have not completed survey	March 26, 2012
VPAA sends correspondence to faculty who have not completed survey reminding them of the completion date	March 28, 2012
Survey completion	March 30, 2012
<u>National Survey on Student Engagement</u>	
On-line Survey	
IR Director submits request to the VPAA	May 22, 2012 March 2, 2012
VPAA informs faculty teaching Freshman and Senior level courses of the survey's completion	March 5, 2012
Survey completion begins	March 7-May 4, 2012
<u>Non-Instructional Productivity</u>	
Due to Institutional Research	
VPAA meets with IR Director and academic VPs to discuss the nature of the report	May 25, 2012 April 30, 2012
VPAA and Assistant Academic VPs prepare 1 st Draft	May 2-4, 2012
1 st Draft is sent to Deans for reviewed and suggestions	May 7-9, 2012
Deans return 1 st Draft to VPAA with suggested changes	May 10, 2012
VPAA and Assistant Academic VPs complete final editing of the report	May 11-15, 2012
VPAA submits report to Institutional Research	May 21, 2012
<u>Peer Performance Measures</u>	
Due Date to Institutional Research	
Request from IR to VPAA regarding the report	July 10, 2012 June 11, 2012
Report completed by the VPAA and Assistant Academic VPAs	June 13-22, 2012
VPAA submits report submitted to Deans for review and recommendations	June 26, 2012
Deans return report to VPAA with recommendations	June 29, 2012
Report submitted from VPAA to the Institutional Research	July 9, 2012
<u>President's Faculty Appreciation Luncheon</u>	
Student Services Center Ballroom	May 3, 2012

	<u>Due Date</u>
<u>Promotion and Tenure Process – Faculty</u>	
Written notification by Department Chair to the Assistant Professor (6 th year of service) and Associate Professor (based on contract) who has mandatory review	October 1, 2011
Written notification by the faculty member to the Department Chair requesting Promotion and Tenure review prior to their mandatory year	October 1, 2011
Written notification by the Department Chair to the Dean regarding the composition of Ad Hoc Departmental P&T Committee.	October 15, 2011
Written notification by the Dean to the VPAA of the composition of the Ad Hoc Departmental P&T Committee	November 1, 2011
Selection of the 2011-2012 UMES Promotion and Tenure Review Committee	November 10, 2011
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 31, 2012
The Ad Hoc Departmental P&T Committee transmit their recommendations and all supporting materials to the Department Chairs	February 15, 2012
The Department Chairs transmit their recommendations and all supporting materials to the Deans	March 1, 2012
The Deans transmit their recommendations and all supporting materials to the VPAA	March 14, 2012
The Vice President for Academic Affairs transmits Dossiers to the UMES Faculty P&T Review Committee	March 18, 2012
UMES Faculty P&T Review Committee begins review of Candidates	March 20, 2012
The UMES Faculty P&T Committee submits its recommendations to the VPAA	April 30, 2012
The VPAA submits recommendations and supporting to the President	May 8, 2012
<u>Promotion and Tenure Process – Librarians</u>	
Written Notification by the Dean of Library Services to Faculty who MUST undergo mandatory review	September 15, 2011
Deadline for submitting letter of request for promotion to Dean of Library Services	September 30, 2011
Appointment/Election of Promotion and Permanent Status Committee	October 15, 2011
Deadline for submission of Dossier to Dean of Library Services	November 30, 2011
Promotion and Permanent Status Committee submits reports to the Dean of Library Services	February 15, 2012
The Dean of Library Services transmit recommendations and all supporting materials to the Vice President for Academic Affairs	March 14, 2012
The Vice President for Academic Affairs transmits Dossiers to the UMES Faculty P&T Review Committee	March 18, 2012
UMES Faculty P&T Review Committee begins review of Candidates	March 20, 2012
The UMES Faculty P&T Committee submits its recommendations to the VPAA	May 4, 2012
The VPAA submits recommendations and supporting to the President	May 11, 2012
<u>Proposal for Course, Program or Curriculum Status</u>	
Department to Dean to VPAA to UMES Senate	September 12, 2011-March 1, 2012

	<u>Due Date</u>
<u>Summer Programs Requests</u>	
Due to VP Academic Affairs	
VPAA sends communication to Outreach Coordinators and UMES Community	May 1, 2012
Department/Area completes Summer Programs Request form	April 9, 2012
Forms completed and forwarded to Dean	April 10-17, 2012
Dean reviews forms for approval	April 19, 2012
Dean returns unapproved forms to department/area for update, if necessary	April 23, 2012
Department/Area returns updated form to Dean, if necessary	April 25, 2012
Dean submits approved forms to VPAA	April 27, 2012 April 30, 2012
<u>Space/Classroom Utilization Survey</u>	
Due to Institutional Research	
Request made from Institutional Research to the VPAA and VP Administrative Affairs	October 1, 2011
VPAA and VP Administrative Affairs meet and prepare 1 st Draft for the request	September 1, 2011
1 st DRAFT is completed for review by both VPs	September 9, 2011
VPAA and VP Administrative Affairs meet with other VPs to review and edit 1 st Draft	September 12, 2011
1 st Draft is returned for final edit before submission	September 15, 2011
Final report submitted	September 19, 2011 September 26, 2011
<u>Strategic Plans</u>	
Current Year Summary of Outcomes for	May 22, 2012
Next Academic Yr. Strategic Operational Plan Parts I and II	June 22, 2012
<u>Student Evaluation of Instructor</u>	
Fall Student Evaluation of Instructor (Waters Hall)	December 1-16, 2011
Spring Student Evaluation of Instructor (Waters Hall)	April 23-May 11, 2012
<u>Supplemental Grade Reports</u>	
Spring & All Summer Sessions	August 31-November 23, 2011
Fall & Winter Sessions	January 25-April 20, 2012
<u>Teaching Load Forms</u>	
Fall Teaching Load Forms	September 30, 2011
Spring Teaching Load Forms	February 28, 2012
<u>UMES Senate</u>	
Submission window for new or modification to an existing degree program	September 12, 2011-January 31, 2012
Submission window for other curriculum changes	September 12, 2011-March 1, 2012
Election of Officers for next academic year	Second Tuesday in April
<u>U.S. News and World Report College Survey</u>	
Due to Institutional Research	
Request from IR Director to the VPAA and VPSAEM regarding details of information need to complete the report	April 9, 2012
VPAA and VPSAEM meet to prepare 1 st Draft of the report	February 20, 2012
1 st Draft prepared for review by all VPs	February 21-23, 2012
1 st Draft returned for revisions by the VPAA and VPSAEM	February 27, 2012
2 nd Draft submitted for review by all VPs	February 28, 2012
Final report prepared	March 1, 2012
VPAA and VPSAEM submit Final report to IR Director	March 5-6, 2012 March 12, 2012

Voluntary System of Accountability

Due to Institutional Research

Request from IR Director to VPAA

VPAA and Assistant VPs meet to prepare 1st Draft

1st Draft prepared

1st Draft submitted to VPs and Deans for review and editing

Final Draft edits prepared

Report re-submitted to VPs and Deans for final review

VPAA submits Final Report to IR Director

Due Date

June 30, 2012

May 21, 2012

May 20-21, 2011

May 23 & 29, 2012

May 31, 2012

June 1-6, 2012

June 7, 2012

June 15, 2012