DIVISION OF ACADEMIC AFFAIRS
CHRONICLE

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

University of Maryland Eastern Shore
Founder's Week
Homecoming
Honors Convocation
Administrative Professionals Day
Faculty Evaluation (Mid-Year)
Parents Weekend
Performance Management Process (Exempt and Non-Exempt Staff)
Spring Break (Students)
Spring Break (University)

University System of Maryland Awards
Regent's Faculty Award to USM
Regent's Staff Award to USM

SESSION DATES
Fall Semester
Winter Semester
Spring Semester
Summer I
Summer II
Summer III

Due Date
September 14-18, 2009
February 8-14, 2010
April 1, 2010
April 21, 2010
October 17-19, 2009
March 31, 2010
March 15-21, 2010
March 15-19, 2010
November 1, 2009
November 30, 2009
August 31-December 18, 2009
January 4-22, 2010
January 25-May 21, 2010
June 1-July 2, 2010
July 6-August 6, 2010
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
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
Dean 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: January 5-15, 2010
Registrar’s Office runs the Academic Standing Information (Fall)  
Due Date: January 5-6, 2010
Registrar’s Office forwards information to appropriate Dean for distribution (with copy to VPAA’s office)  
Due Date: January 7, 2010
Dean distributes list to Department Chairs for review  
Due Date: January 8, 2010
Departments review students who have been placed on Academic Dismissal and Probation  
Due Date: January 9-12, 2010
Department informs Dean of students who should be readmitted  
Due Date: January 13, 2010
Dean informs Registrar’s of students to be (with copy to VPAA)  
Due Date: January 14, 2010
Registrar’s Office issues re-admittance letters and informs the Office of Residence Life of who should be readmitted  
Due Date: 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).  
Due Date: October 1, 2009
Dean submits final job description and search committee membership to VPAA for approval  
Due Date: October 30, 2009
Ad is placed in The Chronicle and other distribution of job vacancy  
Due Date: November 15, 2009
Dean/Chair appoint a search committee and meet with the Director of Human Resources.  
Due Date: November 30, 2009
Deadline for completion of screening and interview process  
Due Date: February 15-March 1, 2010
Campus interviews completed  
Due Date: March 30, 2010
Appointment papers prepared and contracts issued  
Due Date: April 1, 2010

Academic Schedule Process  
Fall Academic Schedule Completion Date: March 5, 2010
Spring Academic Schedule Completion Date: October 17, 2009

Accreditation Process  
AACSBS  
Business, Management and Accounting  
Mathematics and Computer Science  
Fall 2010

Book Orders Due to Bookstore  
Summer Adoptions  
Due Date: April 1, 2010
Fall Adoptions  
Due Date: April 15, 2010
Winter Adoptions  
Due Date: October 15, 2009
Spring Adoptions  
Due Date: October 15, 2009

Cancellation of Low Enrollment  
All Sessions  
Due Date: 3rd day of Class

Commencement  
Winter Commencement  
Due Date: December 19, 2009
Spring Commencement  
Due Date: May 15, 2010
Summer Commencement  
Due Date: September 15, 2009

Contracts  
Contract Renewals for July 1  
Due Date: June 15, 2010
Fall Part-time Contracts and Graduate Assistantships  
Due Date: July 15, 2010
Spring Part-time Contracts and Graduate Assistantships  
Due Date: November 15, 2009
Summer I and III Part-time Contracts  
Due Date: May 14, 2010
Summer II Part-time Contracts  
Due Date: 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

Due Date
December 15, 2009

Institutional Research requests information from VPAA
November 20, 2009

VPAA distributes request to Director of Instructional Technology
November 21, 2009

Director of Instructional Technology completes survey
November 24-26, 2009

Director of Instructional Technology returns survey to VPAA
December 1, 2009

VPAA forwards completed to Institutional Research
December 5, 2009

Emeritus Status

Fall Commencement

VPAA selects the AA Emeritus Status Committee
August 25, 2009

VPAA request recommendations for Emeritus Status
August 25, 2009

Recommendations due to VPAA for AA Emeritus Status
August 28, 2009

VPAA submits recommendations to the Chair of the AA Emeritus Committee
September 2, 2009

AA Emeritus Committee reviews applications for Emeritus Status
September 3-15, 2009

Chair of the AA Emeritus Committee informs the VPAA of their recommendations
September 19, 2009

VPAA submits the AA Emeritus Committee’s recommendations to the President for submittal
September 26, 2009

to the USM Chancellor

Spring Commencement

VPAA request recommendations for Emeritus Status
January 26, 2010

Recommendations due to VPAA for AA Emeritus Status
February 5, 2010

VPAA submits recommendations to the Chair of the AA Emeritus Committee
February 11, 2010

AA Emeritus Committee reviews applications for Emeritus Status
February 12-22, 2010

Chair of the AA Emeritus Committee informs the VPAA of their recommendations
February 23, 2010

VPAA submits the AA Emeritus Committee’s recommendations to the President for submittal
March 5, 2010
to the USM Chancellor

Enrollment 101-2009

One-Day Sessions to ensure completion of the Registration Process
July 7, 8, and 9, 2010

for ALL first-time students prior to the start of the Fall 209 semester
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
May 25, 2010

Faculty Workload submitted to VPAA from IR
April 20, 2010

VPAA distributes Faculty Workload information to Deans
April 21, 2010

Dean distributes Faculty Workload information to Chairs
April 22, 2010

Department Chairs and Faculty complete Faculty Workload information
April 23-30, 2010

Department Chairs return Faculty Workload to Dean for approval
May 3, 2010

Dean returns completed Faculty Workload to Institutional Research with copy to the VPAA
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

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

Due Date: October 1, 2009

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

Due Date: February 2, 2010

Honors 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

Due Date: February 8, 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

Due Date: September 15, 2009

Inter-Institutional Enrollment

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

Due Date: April 2, 2010

Due Date: November 7, 2009

Due Date: Last Day of Academic Advising Period
Managing for Results

Due Date to Institutional Research
IR submits requested information to VPAA April 26, 2010
VPAA submits request to Deans to request data from Department Chairs April 27, 2010
Department Chairs
Deans submit report to VPAA May 4, 2010
VPAA returns report to Deans for corrections/changes May 11, 2010
Dean returns corrected report to VPAA May 20, 2010
VPAA submits report to Institutional Research 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 April 9, 2010
Report Due from Deans to the VPAA April 13, 2010
Report reviewed by VPAA April 15, 2010
Reported returned to Deans for changes/corrections April 19, 2010
Deans returns corrected Report to VPAA April 22, 2010
Report submits from VPAA to the Institutional Research April 23, 2010

National Survey on Faculty Engagement

On-line Survey
IR Director submits request to the VPAA for submission to faculty March 9, 2010
VPAA informs faculty about completion of the survey March 10, 2010
Survey completion begins March 11-31, 2010
IR Director informs VPAA of faculty who have not completed survey March 23, 2010
VPAA sends correspondence to faculty who have not completed survey March 24, 2010
Survey completion March 31, 2010

National Survey on Student Engagement

On-line Survey
IR Director submits request to the VPAA March 2, 2010
VPAA arranges locations for completion of the survey March 3-4, 2010
VPAA informs faculty teaching Freshman and Senior level courses of the times and location for their survey completion March 8-10, 2010
Survey completion begins 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 April 27, 2010
VPAA, Associate and Assistant Academic VPs prepare 1st Draft April 28-29, 2010
1st Draft is returned for editing April 30, 2010
VPAA, Associate and Assistant Academic VPs review and final editing of the report May 3-6, 2010
Final report is returned for final review May 7, 2010
Final report cleanup May 10-11, 2010
VPAA submits report to Institutional Research 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 documents 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 retuned for final edit before submission
Final report submitted

Due Date
October 1, 2009

Strategic Plans
Current Year Summary of Outcomes
May 21, 2010
Next Academic Yr. Strategic Operational Plan Parts I and II
June 18, 2010

Student Evaluation of Instructor
Fall Student Evaluation of Instructor (Waters Hall)
December 1-12, 2010
Spring Student Evaluation of Instructor (Waters Hall)
April 27-May 12, 2010

Supplemental & Incomplete Grade Reports
Fall & All Summer Sessions
August 31-November 16, 2009
Winter & Spring Sessions
January 25-April 7, 2010

Teaching Load Forms
Fall Teaching Load Forms
September 30, 2010
Spring Teaching Load Forms
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

Due Date
April 9, 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

Due Date
June 30, 2010