



DIVISION OF ACADEMIC AFFAIRS CHRONICLE FOR FALL 2017 – SUMMER 2018

Meetings

Departmental Meetings	1 st Tuesday of each month	Various Departments
Dean’s Council (All Deans, Mrs. Duffy, Dr. Whitehead, and Dr. Wade)	1 st Tuesday of each month 2:00 pm - 4:00 pm	Hazel 1011
Chair’s Council	2 nd Monday of each month 4:00 pm - 5:00 pm	Hazel 1011
UMES Senate	2 nd Tuesday of each month 11:00 am	Library Auditorium
Deans and Chairs Meeting	2 nd Thursday of each month	TBA by Dean
Faculty Assembly	3 rd Tuesday of each month 11:00am	Library Auditorium
Academic Council (All Deans, Chairs, Directors, Dr. Whitehead, and Dr. Wade)	3 rd Friday of each month 10:00am - 12:00pm	Hazel 1008
Graduate Council Meeting	4 th Tuesday of each month	Henson 2126/28
Provost Meeting with Faculty	4 th Thursday of each month	Library Auditorium
University Hour	Every Tuesday/Thursday	11:00am-12:30pm

University of Maryland Eastern Shore

Freshmen Convocation	September 7, 2017
Founder’s Week	September 11-15, 2017
Founder’s Day Convocation & Summer Commencement	September 14, 2017
Spring Break (Students)	March 18-25, 2018
Spring Break (University)	March 19-20, 2018
PMPs (Exempt and Non-Exempt Staff)	March 30, 2018
Honors Convocation	April 5, 2018
Graduate Education Week	April 16-20, 2018
Graduate Research Day	April 17, 2018
Richard A. Henson Honors Program Graduation Medaling Ceremony – Fall 2017	December 14, 2017
Richard A. Henson Honors Program Graduation Medaling Ceremony – Spring 2018	May 24, 2018

University of Maryland Eastern Shore
President's Faculty Appreciation Luncheon

Due Date
May 4, 2018

University System of Maryland Awards

Regent's Faculty Award to USM

President appoints Institutional Faculty Nominating Committee (IFNC)
IFNC Solicits Nominations
Application Packets Submitted to IFNC
IFNC Submits Nominee packets to the President
President submits Nominee Packets to the BOR

November 1, 2017
September 7, 2017
September 15, 2017
October 14, 2017
October 25, 2017
November 1, 2017

Regent's Staff Award to USM

Nominations must be emailed to CUSSBOR@usmd.edu.

The website for the BOR staff awards is <http://www.usmd.edu/usm/workgroups/SystemStaff/borawards.html>

On or before February 2, 2018

SESSION DATES

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

August 28-December 15, 2017
January 2-23, 2018
January 29-May 25, 2018
June 4-August 10, 2018
June 4-July 6, 2018
July 9-August 10, 2018

Academic Program Review

Provost submits DRAFT reviews of existing academic program to VCAA of USM for comments

October 1, 2017

Institutions submit final version of reviews to USM OAA

November 1, 2017

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

January 2018

Academic Standing

(Students on Academic Probation and Academic Dismissal)

May 23-June 30, 2018

Spring Semester

Registrar's Office runs the Academic Standing Report (ASR) at the end of Fall semester

January 3-12, 2018

January 3-12, 2018

Registrar's Office forwards the ASR to Chairs, Deans, and Provost

January 8, 2018

Registrar's Office forwards reinstatement appeals documentation to the University Academic Dismissal and Reinstatement Committee for review

January 16, 2018

Registrar's Office issues reinstatement letters to students and sends Academic Departments and Office of Residence Life a list of students who are eligible for reinstatement

January 17, 2018

Academic Departments submit reinstated students' course schedules to Registrar's Office for input

January 23, 2018

Academic Standing (continued)

Fall Semester

Registrar's Office runs the Academic Standing Report (ASR) at the end of Spring Semester

Due Date

May 23-June 30, 2018

May 23-June 30, 2018

Registrar's Office forwards the ASR to Chairs, Deans and Provost

June 1, 2018

Registrar's Office forwards reinstatement appeals documentation to the University Academic Dismissal and Reinstatement Committee for review

June 25, 2018

Registrar's Office issues reinstatement letters to students and sends Academic Departments and Office of Residence Life a list of students who are eligible for reinstatement

June 27, 2018

Academic Departments submit reinstated students' course schedules to Registrar's Office for input

July 13, 2018

Academic Search Timeline (Contingent upon Funding)

Faculty Handbook II-1.00.A-3

Deans/Directors discuss with the Provost potential vacancies and potential search committee(s).

October 1, 2017

Dean submits final job description and search committee membership to Provost for approval

October 31, 2017

Ad is placed in The Chronicle and other distribution of job vacancy

November 15, 2017

Dean/Chair appoints a search committee and meets with the Director of Human Resources.

November 30, 2017

Deadline for completion of screening and interview process

Feb. 11-March 8, 2018

Campus interviews completed

April 1, 2018

Appointment papers prepared and contracts issued

April 3-30, 2018

Academic Schedule Process

Spring & Summer Academic Schedule Completion Date

September 29, 2017

Fall & Winter Academic Schedule Completion Date

February 23, 2018

Application for Exception to Instructional Standard

Fall & Spring Semester Requests Due to Provost

March 1, 2018

Commencements

Summer Commencement

September 14, 2017

Winter Commencement

December 15, 2017

Spring Commencement

May 25, 2018

Contracts

Winter & Spring Part-time Contracts and Graduate Assistantships
Summer I and II Part-time Contracts
Contract Renewals for July 1
Summer III Part-time Contracts
Fall Part-time Contracts and Graduate Assistantships

Due Date

November 1, 2017
May 1, 2018
June 2, 2018
June 14, 2018
July 6, 2018

Overloads

Fall Overloads
Winter Overloads
Spring Overloads

October 5, 2017
January 3, 2018
January 22, 2018

Cultural Diversity Report

Due Date to USM

April 1, 2018

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 Provost for approval

December 13-17, 2017
December 22, 2017
January 3-7, 2018
January 10, 2018

Distance Education Survey

Due to Institutional Research

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

December 15, 2017
November 9, 2017
November 13, 2017
November 14-22, 2017
November 27, 2017
December 4, 2017

Emeritus Status - Fall Commencement

Provost selects the AA Emeritus Status Committee
Provost request recommendations for Emeritus Status
Recommendations due to Provost for AA Emeritus Status
Provost 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 Provost of their recommendations
Provost submits the AA Emeritus Committee's recommendations to the President for submittal to the USM Chancellor

August 30, 2017
September 6, 2017
September 13, 2017
September 20, 2017
September 20-25, 2017
September 27, 2017
September 29, 2017

Spring Commencement

Provost request recommendations for Emeritus Status
Recommendations due to Provost for AA Emeritus Status
Provost 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 Provost of their recommendations
Provost submits the AA Emeritus Committee's recommendation to the President for submittal to the USM Chancellor

January 24, 2018
January 31, 2018
February 7, 2018
February 8-13, 2018
February 14, 2018
February 21, 2018

Faculty Assembly

Election of New Officers

Due Date

Third Tuesday in April

Faculty Evaluations (Mid-Year)

Evaluation forms are completed by Faculty
Faculty submits completed evaluation form to Department Chair
Department Chair meets with faculty to complete Evaluation

January 3-11, 2018
January 12, 2018
January 15-23, 2018

Faculty Evaluations (End-Year)

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
Dean submits completed to Provost for approval

March 20-April 2, 2018
April 3, 2018
April 4-12, 2018
April 13, 2018
April 17, 2018

Faculty Grievance Panel – Election of Panel

Office of the Provost & Vice President for Academic Affairs prepares ballot
Notification sent to faculty regarding nominations and election of Panel
Nominations open for the Panel
Provost confirms participation of the nominees on the Panel
Provost announces the members of the 2017-2018 Faculty Grievance Panel

September 20, 2017
September 21, 2017
September 22-29, 2017
October 2-6, 2017
October 9, 2017

Faculty Survey of Student Engagement (FSSE)

On-line Survey

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

March 31, 2018
March 1, 2018
March 5, 2018
March 6-16, 2018
March 19, 2018

March 22, 2018

Faculty Workload – Electronic Submission

Due Date to Institutional Research (Fall & Spring)

December 20, 2017 & May 25, 2018

Honors Convocation – Part 1

Provost selects and informs members for the Honors Convocation Committee

September 11, 2017

Director of Honors Program schedules first meeting of the Honors Convocation Committee
Committee Chair runs PeopleSoft query to establish list of Spring and Fall previous academic year Honorees

October 2, 2017

January 3, 2018

Committee Chair distributes list to Deans and Department Chairs for review and certificate preparation

January 10, 2018

Honors Convocation – Part 2 – Department Most Outstanding Student

Department Chairs meet with faculty to review Honorees for Most Outstanding Student in the *Department*

Due Date

February 5, 2018

Department Chairs submit the recommendations to the Committee

February 13, 2018

Honor Convocation – Part 3 – School's Most Outstanding Student

Dean request recommendation for the *School's* Most Outstanding Student from Department Chairs

February 19, 2018

Department Chairs submit nominations to Dean for *School's* Most Outstanding Student

February 22, 2018

Dean submits recommendation for *School's* Most Outstanding Student to the Provost and Director of the Honors Program/Committee

February 27, 2018

Honorary Degree Process

Ad Hoc Committee will be selected by the President

Per USM Policy, nominations for honorary degrees will be reviewed by the Committee on Education Policy and Student Life during its January 16, 2018 meeting in order for final board action to be taken during the February 9, 2018 meeting of the full Board of Regents. The deadline for submitting nominations for honorary degrees is Friday, December 1, 2017. Guidelines for nominations can be found at <https://www.usmd.edu/regents/bylaws/SectionIII/III300.html>

Provost request nominations from Deans for Honorary Degree and type of degree to be awarded

September 8, 2017

Deans submit nominations to Provost

October 20, 2017

Nominations submitted to the Provost or VP to whom the individual making the recommendation reports

October 20, 2017

President shall appoint an Ad Hoc Committee

October 23, 2017

Provost and VPs submit nominations to Ad Hoc Committee

October 27, 2017

Ad Hoc Committee gives recommendations to President

November 10, 2017

President submits decision to nominating unit or person

November 17, 2017

President submits recommendation to the Chancellor

December 1, 2017

Institutional Profile

Due Date to Institutional Research (Completed & Submitted by IR)

April 5, 2018

Managing for Results

Due to USM from Institutional Research (Completed & Submitted by IR)

On or before August 19

National Survey of Student Engagement (NSSE)

On-line Survey

May 21, 2018

IR Director submits request to the Provost

March 1, 2018

Provost informs faculty teaching Freshmen and Senior level courses of the survey's completion

March 5, 2018

Survey completion begins

March 6-May 7, 2018

IR Director informs Provost of students who have not completed survey

March 20, 2018

Non-Instructional Productivity (Faculty Workload Report)

Due to Institutional Research

Due Date

May 23, 2018

Peer Performance Measures

Due Date to Institutional Research

Request for input to UMES response to MHEC from IR to Provost regarding the report

November 20, 2017

October 19, 2017

Post Tenure Review Process – Year Prior to Review Year

Provost notifies Dean of faculty members who are scheduled for Post-Tenure Review

February 23, 2018

Dean notifies Department Chairperson of faculty scheduled for review

By March 15, 2018

Department Chairperson notifies the faculty member in writing that a performance review will be conducted and include a copy of the department's PTR document

April 1, 2018

Post Tenure Review Process – Review Year

Department Chairperson shall distribute the department Post-Tenure Review document to all tenured and tenure-track faculty

First departmental meeting in the Fall

Dean calls a meeting of the tenured faculty who will select three tenured faculty to serve on the School Performance Review Committee (SPRC). Department Chairperson selects two of the three tenured faculty named by the faculty member being reviewed to serve on the SPRC.

September 30, 2017

Faculty member being reviewed submits dossier to Department Chairperson

October 27, 2017

Department Chairperson or academic unit head forwards dossier to the Dean. Dean forwards dossier to the SPRC and charges the SPRC to begin the review.

November 24, 2017

SPRC submits its report to the Department Chairperson or academic unit head and faculty member being reviewed.

January 15, 2018

Faculty member being reviewed may respond in writing to the SPRC report with copies to the SPRC and Department Chairperson.

Within 7 days after receiving SPRC report

Department Chairperson responds to the SPRC findings in writing to the faculty member and forwards a copy of the following to the Dean: SPRC report, Chair's response, faculty member's response to SPRC report (if any), department PTR document, and dossier (if applicable)

February 1, 2018

Dean writes a letter to the faculty member and the Department Chairperson indicating his/her response to the SPRC's findings.

March 1, 2018

Faculty member being reviewed may respond to the SPRC Report, the Chairperson's Response, and the Dean's letter in writing to the Dean

Within 7 days after receiving Dean's letter

Post Tenure Review Process – Review Year (continued)

Dean will notify the faculty member by letter of the Post-Tenure Review decision. Dean should send a copy of the Performance Review Report to the Office of the Provost and Vice President for Academic Affairs as well as to the Office of Human Resources

Due Date

April 1, 2018

Promotion and Tenure Process – Faculty

Written notification by the faculty member to the Department Chair requesting Promotion & Tenure review *prior to their mandatory year* along with the names of five persons to serve on his/her Ad Hoc Committee

October 2, 2017

Written notification by the Department Chair to the candidate, Dean, and Provost regarding the composition of the Ad Hoc Departmental Committee

October 15, 2017

Provost holds elections for the UMES Faculty Promotion and Tenure Committee

October 31, 2017

Candidates submit dossier and departmental policy to their Department Chairs. Department Chairs forward the dossiers and departmental policy to the Ad Hoc Committee within three (3) business days after receipt

January 31, 2018

The Ad Hoc Departmental Committee forwards its recommendation and supporting materials to the Department Chair. *If the recommendation is negative, the review terminates.*

February 15, 2018

If the Ad Hoc Committee recommendation is positive, the Department Chair attaches his/her recommendation and forwards all materials to the Dean

February 20, 2018

The Dean forwards his/her recommendation and all materials to Mrs. Jennifer Carpenter in the Frederick Douglass Library

March 1, 2018

Written notification by Department Chair to Assistant Professors (5th year of service/or contract date) and Associate Professors (based on their contract) who have mandatory review in 2018-2019

April 6, 2018

The UMES Faculty P&T Committee submits report and its recommendations to the Provost

April 15, 2018

The Provost submits his/her recommendations and pertinent materials to the President

May 1, 2018

The President's final decision is communicated to the candidate in writing

May 15, 2018 or
current USM Policy
date

Promotion and Tenure Process – Librarians

Dean of Library Services provides written notification to Faculty who MUST undergo mandatory review

September 15, 2017

Candidate submits letter of request for promotion to Dean of Library Services
Appointment/Election of Promotion and Permanent Status Committee
Deadline for submission of Dossier to Dean of Library Services

September 30, 2017

October 15, 2017

November 30, 2017

Promotion and Tenure Process – Librarians

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

Due Date

February 15, 2018

The Dean of Library Services forwards recommendations and all supporting materials to the Provost

March 15, 2018

The Provost transmits Dossiers to the UMES Faculty P&T Review Committee
UMES Faculty P&T Review Committee begins review of Candidates

March 18, 2018
March 20, 2018

The UMES Faculty P&T Committee submits its recommendations to the Provost
The Provost submits recommendations and supporting materials to the President

May 9, 2018
May 23, 2018

Strategic Plans

Next Academic Year Strategic Operational Plan Parts I and II
Current Year Summary of Outcomes

May 16, 2018
May 23, 2018

Student Evaluation of Instructor

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

November 14-December 9, 2017
April 17-May 16, 2018

Supplemental Grade Reports

Spring 2017 & All Summer 2017 Sessions
Fall 2017 & Winter 2018 Sessions

November 20, 2017
April 16, 2018

Teaching Load Forms

Fall Teaching Load Forms due to the Dean
Spring Teaching Load Forms due to the Dean

September 30, 2017
February 28, 2018

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 Provost, VP Admin, and VPSAEM regarding details of information needed to complete the report

April 11, 2018

Provost & VPSAEM meet to prepare 1st Draft of the report

February 15, 2018

1st Draft prepared for review by the Provost to all VPs

February 16-22, 2018

1st Draft returned for revisions by the Provost & VPSAEM

February 26, 2018

March 5, 2018

U.S. News and World Report College Survey (continued)

2nd Draft submitted for review by the Provost to all VPs

Due Date

Final report prepared

March 8, 2018

Provost & VPSAEM submit Final report to IR Director

March 9-13, 2018

March 19, 2018

Textbook Orders Due to Bookstore

Winter & Spring Adoptions

October 15, 2017

Summer Adoptions

April 1, 2018

Fall Adoptions

April 15, 2018

Voluntary System of Accountability

Due to Institutional Research

Request from IR Director to Provost for ETS student profile results	June 30, 2018 May 17, 2018
Provost and Associate VP meet to prepare 1 st Draft	May 21, 2018
1 st Draft prepared	May 22-30, 2018
1 st Draft submitted to VPs and Deans for review and editing	May 30-June 4, 2018
Final Draft edits prepared	June 5-7, 2018
Report re-submitted to VPs and Deans for final review	June 11, 2018
Provost submits Final Report to IR Director	June 25, 2018