



**DIVISION OF ACADEMIC AFFAIRS CHRONICLE
FALL 2019 – SUMMER 2020**

University Hour	Every Tuesday/Thursday	11:00am-12:30pm
<u>Meetings</u>		
Departmental Meetings	1 st Tuesday of each month	Various Departments
Deans Council	1st Tuesday of each month	Location varies
UMES Senate	2 nd Tuesday of each month 11:00am	Library Auditorium
Deans and Chairs Meeting	2 nd Thursday of each month	TBA by Dean
Chairs Council	TBD	Location determined by chairs
Faculty Assembly	3 rd Tuesday of each month 11:00am	Library Auditorium
Academic Council	3 rd Friday of each month 10:00 am – 12:00 pm	Location determined by Provost/VPAA
Graduate Council Meeting	4 th Tuesday of each month 11:00 am – 12:00 pm	Graduate Studies Conference Room EASC
Provost Meeting with Faculty	4 th Thursday of each month 11:00am – 12:30pm	Library Auditorium

Session Dates

Fall Semester	August 26 - December 13, 2019
Winter Semester	January 2 - 23, 2020
Spring Semester	January 27 - May 15, 2020
10 week Summer Session (Summer I)	June 1 - August 7, 2020
1 st 5-week Summer Session (Summer II)	June 1 - July 3, 2020
2 nd 5-week Summer Session (Summer III)	July 6 - August 7, 2020

Commencements

Summer Commencement	September 12, 2019
Fall Commencement	December 13, 2019
Spring Commencement	May 15, 2020

University of Maryland Eastern Shore

Founder's Week	September 8 - 14, 2019
Presidential Inauguration	September 13, 2019
Spring Break (Students)	March 16 - 22, 2020
Spring Break (University)	March 16 - 17, 2020
PMPs (Exempt and Non-Exempt Staff) (Human Resources)	March 31, 2020
Honors Convocation	April 2, 2020
Graduate Education Week	April 13 - 17, 2020
Annual Research Symposium	April 14, 2020
President's Faculty Appreciation Luncheon	May 7, 2020
Honors Graduate Reception and Medallion Ceremony	May 14, 2020
Innovations in Teaching and Learning Conference	To be determined

Academic Program Review

Provost submits DRAFT reviews of existing academic program to USM Office of Academic and Student Affairs for comments	October 1, 2019
USM Office of Academic and Student Affairs returns draft reviews to institutions for revisions, if necessary	October 15, 2019
Institutions submit final version of reviews to USM Office of Academic and Student Affairs	November 1, 2019
The USM Board of Regents Education Policy and Student Life Committee acts on final version of reviews	January 2020

Academic Course Schedule Development Process

Summer 2020 and Fall 2020 course schedules	September – October, 2019
Winter 2021 and Spring 2021 course schedules	February – March, 2020

Application for Exception to Instructional Standard

Spring 2020 semester requests due to Provost	November 1, 2019
Fall 2020 semester requests due to Provost	July 1, 2020

Contracts

Winter & Spring Part-time Contracts and Graduate Assistantships	November 1, 2019
Summer I and II Part-time Contracts	May 1, 2020
Contract Renewals for July 1	June 1, 2020
Summer III Part-time Contracts	June 14, 2020
Fall Part-time Contracts and Graduate Assistantships	July 15, 2020

Overloads

Fall Overloads	October 5, 2019
Special Session Contracts	TBD
Spring Overloads	January 21, 2020

Department Chairs/Directors Evaluations

Department Chairs/Directors complete evaluation form	December 11-16, 2019
Department Chairs/Directors forward completed form to Dean	December 20, 2019
Department Chairs/Directors meet with Dean to complete evaluation	January 2-19, 2020
Dean submits completed evaluation forms to Provost for approval	January 13, 2020

Emeritus Status - Fall Commencement

Provost selects the AA Emeritus Status Committee	September 6, 2019
Provost request recommendations for Emeritus Status	September 9, 2019
Recommendations due to Provost for AA Emeritus Status	September 27, 2019
Provost submits recommendations to the Chair of the AA Emeritus Committee	September 30, 2019
AA Emeritus Committee reviews applications for Emeritus Status	October 1-8, 2019
Chair of the AA Emeritus Committee informs the Provost of their recommendations	October 9, 2019
Provost submits the AA Emeritus Committee's recommendations to the President	October 11, 2019

Spring Commencement

Provost request recommendations for Emeritus Status	January 20, 2020
Recommendations due to Provost for AA Emeritus Status	February 6, 2020
Provost submits recommendations to the Chair of the AA Emeritus Committee	February 7, 2020
AA Emeritus Committee reviews applications for Emeritus Status	February 10-14, 2020
Chair of the AA Emeritus Committee informs the Provost of their recommendations	February 19, 2020
Provost submits the AA Emeritus Committee's recommendation(s) to the President for submittal to the USM Chancellor	February 21, 2020

Faculty Assembly

Election of New Officers

Third Tuesday in April 2020

Faculty Evaluations (Mid-Year)

Evaluation forms are completed by Faculty

January 2-10, 2020

Faculty submit completed evaluation forms to Department Chair

January 13, 2020

Department Chair meets with faculty to complete evaluation

January 14-23, 2020

Faculty Evaluations (End-Year)

Evaluation forms are completed by Faculty

March 18-April 6, 2020

Faculty submit completed evaluation forms to Department Chair

April 8, 2020

Department Chair meets with faculty to complete evaluation

April 9-15, 2020

Department Chair submits completed evaluation forms to Dean for approval

April 17, 2020

Dean submits completed evaluation forms to Provost for approval

April 21, 2020

Faculty Grievance Panel – Election of Panel

Office of the Provost & Vice President for Academic Affairs prepares ballot

September 5, 2019

Notification sent to faculty regarding nominations and election of Panel

September 6, 2019

Nominations open for the Panel

September 9-13, 2019

Provost confirms participation of the nominees on the Panel

September 17-20, 2018

Provost announces the members of the 2019-2020 Faculty Grievance Panel

September 23, 2019

Honors Convocation

Part 1: Initial Planning

Provost selects and informs members for the Honors Convocation Committee

September 9, 2019

Director of Honors Program schedules first meeting of the Honors Convocation Committee

September 30, 2019

Committee Chair runs PeopleSoft query to establish list of Spring and Fall previous academic year Honorees

January 2, 2020

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

January 9, 2020

Part 2: Department's Most Outstanding Student

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

February 4, 2020

Department Chairs submit the recommendations to the Committee

February 12, 2020

Part 3: School's Most Outstanding Student

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

February 18, 2020

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

February 21, 2020

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

February 26, 2020

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 7, 2020 meeting in order for final board action to be taken during the February 21, 2020 meeting of the full Board of Regents. The deadline for submitting nominations for honorary degrees is Friday, November 30, 2018. 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 6, 2019
Deans submit nominations to Provost	October 18, 2019
President appoints an Ad Hoc Committee	October 23, 2019
Provost and VPs submit nominations to Ad Hoc Committee	October 28, 2019
Ad Hoc Committee gives recommendations to President	November 8, 2019
President submits decision to nominating unit or person	November 15, 2019
President submits recommendation to the Chancellor	November 26, 2019

Post Tenure Review Process

Year Prior to Review Year

Provost notifies deans of faculty members who are scheduled for Post-Tenure Review	February 28, 2020
Dean notifies Department Chairpersons of faculty scheduled for review	by March 15, 2020
Department Chairperson notifies faculty member(s) in writing that a performance review will be conducted and include a copy of the department's PTR document	April 1, 2020

Review Year

Department Chairperson distributes the department Post-Tenure Review document to all tenured and tenure-track faculty	First departmental meeting of the fall semester
Dean calls a meeting of the tenured faculty who will select three tenured faculty to serve on the School Performance Review Committee (SPRC).	September 30, 2019
Department Chairperson selects two of the three tenured faculty named by the faculty member being reviewed to serve on the SPRC	September 30, 2019
Faculty member being reviewed submits dossier to Department Chairperson	October 25, 2019
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 29, 2019
SPRC submits its report to the Department Chairperson or academic unit head and faculty member being reviewed	January 15, 2020
<i>Faculty member being reviewed may respond in writing to the SPRC report with copies to the SPRC and Department Chairperson.</i>	<i>Within 7 days after receiving SPRC report</i>
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, 2020

Dean writes a letter to the faculty member and the Department Chairperson indicating his/her response to the SPRC's findings	March 1, 2020
<i>Faculty member being reviewed may respond to the SPRC Report, the Chairperson's Response, and the Dean's letter in writing to the Dean</i>	<i>Within 7 days after receiving Dean's letter</i>
Dean will notify the faculty member by letter of the Post-Tenure Review decision.	April 1, 2020
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 to be included in the faculty members' file.	April 1, 2020

Promotion and Tenure Process – Faculty

Written notification by the faculty member to the Department Chair requesting Promotion & Tenure review <i>prior to their mandatory year</i> along with the names of five persons to serve on his/her Ad Hoc Committee	October 1, 2019
Written notification by the Department Chair to the candidate, Dean, and Provost regarding the composition of the Ad Hoc Departmental Committee	October 15, 2019
Provost holds elections for the UMES Faculty Promotion and Tenure Committee	October 31, 2019
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, 2020
The Ad Hoc Departmental Committee forwards its recommendation and supporting materials to the Department Chair. <i>If the recommendation is negative, the review terminates.</i>	February 15, 2020
<i>If the Ad Hoc Committee recommendation is positive, the Department Chair attaches his/her recommendation and forwards all materials to the Dean</i>	February 20, 2020
The Dean forwards his/her recommendation and all materials to the UMES Faculty Promotion & Tenure Review Committee and notifies the Provost of this action.	March 1, 2020
Written notification by Department Chair to Assistant Professors (5 th year of service/or contract date) and Associate Professors (based on their contract) who have a mandatory review in 2019-2020	April 5, 2020
UMES Faculty P&T Committee submits report and its recommendations to the Provost	April 15, 2020
Provost submits his/her recommendations and pertinent materials to the President	May 1, 2020
President's final decision communicated to the candidate in writing	May 15, 2020 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, 2019
Candidate submits letter of request for promotion to Dean of Library Services	September 30, 2019
Appointment/Election of Promotion and Permanent Status Committee	October 15, 2019
Deadline for submission of dossier to Dean of Library Services	November 30, 2019

Promotion and Permanent Status Committee submits reports to the Dean of Library Services	February 15, 2020
Dean of Library Services forwards recommendations and all supporting materials to the Provost	March 15, 2020
Provost transmits dossiers to the UMES Faculty P&T Review Committee	March 18, 2020
UMES Faculty P&T Review Committee begins review of candidates	March 20, 2020
UMES Faculty P&T Committee submits its recommendations to the Provost	May 9, 2020
Provost submits recommendations and supporting materials to the President	May 23, 2020

Student Evaluation of Instructor

Fall 2019 Student Evaluation of Instructor	November 12 – December 6, 2019
Spring 2020 Student Evaluation of Instructor	April 15 – May 18, 2020

Supplemental Grade Reports

Spring 2019 and Summer 2019	November 19, 2019
Fall 2019 and Winter 2020	April 15, 2020

Teaching Load Forms

Fall Teaching Load Forms due to the Dean	September 30, 2019
Spring Teaching Load Forms due to the Dean	February 28, 2020

UMES Senate

Election of Officers for next academic year	Second Tuesday in April 2020
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Textbook Orders Due to Bookstore

Winter & Spring Adoptions	October 15, 2019
Summer Adoptions	April 1, 2020
Fall Adoptions	April 15, 2020