



**DIVISION OF ACADEMIC AFFAIRS CHRONICLE
FALL 2020 – SUMMER 2021**

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

Session Dates*

Fall Semester	August 10 – November 20, 2020
Winter Semester	January 4 - 22, 2021
Spring Semester	January 25 - May 14, 2021
10 week Summer Session (Summer I)	June 1 - August 6, 2021
1 st 5-week Summer Session (Summer II)	June 1 - July 2, 2021
2 nd 5-week Summer Session (Summer III)	July 6 - August 6, 2021

** Session dates subject to change if warranted due to the current public health emergency.*

Commencements

Fall Commencement	November 20 and 21, 2020
Spring Commencement	May 14, 2021

Division Events and Important Dates

Honors Graduate Reception and Medallion Ceremony – Fall 2020	November 19, 2020
Spring Break (Students)	March 15 - 21, 2021
Spring Break (University)	March 15 - 17, 2021
Talent Appraisal Forms Due (Exempt and Non-Exempt Staff)	March 31, 2021
Honors Convocation	April 1, 2021
Graduate Education Week	April 19 - 21, 2021
Annual Research Symposium	April 22, 2021
President’s Faculty Appreciation Luncheon	To be determined
Honors Graduate Reception and Medallion Ceremony – Spring 2021	May 13, 2021
Innovations in Teaching and Learning Conference	June 3-4, 2021

Academic Program Review

Provost submits DRAFT reviews of existing academic program to USM Office of Academic (OAA) for comments	October 1, 2020
USM OAA returns draft reviews to institutions for revisions, if necessary	October 15, 2020
Institutions submit final version of reviews to USM OAA	November 16, 2020
USM Board of Regents Education Policy and Student Life Committee (EPSLC) acts on final version of reviews	January 12, 2021

Academic Course Schedule Development Process

Winter/Spring 2021 and Summer/Fall 2021 course schedules	August – November, 2020
Winter 2022 and Spring 2022 course schedules	April – May, 2021

Contracts

Winter & Spring Part-time Contracts and Graduate Assistantships	
○ Initiate	November 1, 2020
○ Due Date	December 12, 2020
Summer I and II Part-time Contracts	
○ Initiate	April 26, 2021
○ Due Date	May 21, 2021
Contract Renewals for July 1	Disseminated on July 1, 2021
Summer III Part-time Contracts	June 14, 2021
Fall Part-time Contracts and Graduate Assistantships	
○ Initiate	June 1, 2021

Overloads

Fall 2020 Overloads	
○ Initiate	August 10, 2020
○ Due Date	September 21, 2020
Spring 2021 Overloads	
○ Initiate	January 26, 2021
○ Due Date	February 22, 2021

Emeritus Status - Fall Commencement

Provost selects the AA Emeritus Status Committee	August 14, 2020
Provost request recommendations for Emeritus Status	August 17, 2020
Recommendations due to Provost for AA Emeritus Status	September 4, 2020
Provost submits recommendations to the Chair of the AA Emeritus Committee	September 8, 2020
AA Emeritus Committee reviews applications for Emeritus Status	September 9 – 16, 2020
Chair of the AA Emeritus Committee informs the Provost of their recommendations	September 17, 2020
Provost submits the AA Emeritus Committee's recommendation(s) to the President	September 21, 2020

Spring Commencement

Provost request recommendations for Emeritus Status	January 18, 2021
Recommendations due to Provost for AA Emeritus Status	February 4, 2021
Provost submits recommendations to the Chair of the AA Emeritus Committee	February 5, 2021
AA Emeritus Committee reviews applications for Emeritus Status	February 8-12, 2021
Chair of the AA Emeritus Committee informs the Provost of their recommendations	February 17, 2021
Provost submits the AA Emeritus Committee's recommendation(s) to the President	February 19, 2021

Faculty Assembly

Election of New Officers	Second Tuesday in April 2021
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Faculty Evaluations (Mid-Year)

Evaluation forms are completed by Faculty	January 4-8, 2021
Faculty submit completed evaluation forms to Department Chair	January 11, 2021
Department Chair meets with faculty to complete evaluation	January 12-22, 2021

Faculty Evaluations (Year End)

Evaluation forms are completed by Faculty	March 18-April 6, 2021
Faculty submit completed evaluation forms to Department Chair	April 8, 2021
Department Chair meets with faculty to complete evaluation	April 9-15, 2021
Department Chair submits completed evaluation forms to Dean for approval	April 19, 2021
Dean submits completed evaluation forms to Provost for approval	April 21, 2021

Faculty Grievance Panel – Election of Panel

Office of the Provost & Vice President for Academic Affairs prepares ballot	August 20, 2020
Nominations open for the Panel	August 24-28, 2020
Provost confirms participation of the nominees on the Panel	September 1-4, 2020
Provost announces the members of the 2020-2021 Faculty Grievance Panel	September 8, 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 2021 meeting in order for final board action to be taken during the February 19, 2021 meeting of the full Board of Regents. The deadline for submitting nominations for honorary degrees is Monday, November 30, 2020. Guidelines for nominations can be found at <https://www.usmd.edu/regents/bylaws/SectionIII/III-3.00.pdf>.

Provost request nominations from Deans for Honorary Degree and type of degree to be awarded	September 8, 2020
Deans submit nominations to Provost	October 8, 2020
President appoints an Ad Hoc Committee	October 9, 2020
Provost and VPs submit nominations to Ad Hoc Committee	October 20, 2020
Ad Hoc Committee gives recommendations to President	November 4, 2020
President submits decision to nominating unit or person	November 18, 2020
President submits recommendation to the Chancellor	November 23, 2020

Post Tenure Review Process

Year Prior to Review Year

Provost notifies deans of faculty members who are scheduled for Post-Tenure Review	February 26, 2021
Dean notifies Department Chairpersons of faculty scheduled for review	by March 15, 2021
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, 2021

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, 2020
Department Chairperson selects two of the three tenured faculty named by the faculty member being reviewed to serve on the SPRC	September 30, 2020
Faculty member being reviewed submits dossier to Department Chairperson	October 30, 2020

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 6, 2020*
SPRC submits its report to the Department Chairperson or academic unit head and faculty member being reviewed	January 15, 2021
<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, 2021
Dean writes a letter to the faculty member and the Department Chairperson indicating his/her response to the SPRC's findings	March 1, 2021
<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, 2021
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, 2021

* *Date modified due to fall semester ending on November 20, 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, 2020
Written notification by the Department Chair to the candidate, Dean, and Provost regarding the composition of the Ad Hoc Departmental Committee	October 15, 2020
Provost holds elections for the UMES Faculty Promotion and Tenure Committee	October 31, 2020
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, 2021
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, 2021
<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, 2021
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, 2021
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 2, 2021

UMES Faculty P&T Committee submits report and its recommendations to the Provost	April 15, 2021
Provost submits his/her recommendations and pertinent materials to the President	May 1, 2021
President's final decision communicated to the candidate in writing	May 15, 2021 or current USM policy date

Promotion and Tenure Process – Librarians

Dean of Library Services provides written notification to faculty librarians who must undergo mandatory review	October 1, 2020
Candidate submits letter of request for promotion to Dean of Library Services	October 1, 2020
Appointment/Election of Promotion and Permanent Status Committee	October 15, 2020
Deadline for candidate to submit dossier to Dean of Library Services	January 31, 2021
Promotion and Permanent Status Committee submits reports to the Dean of Library Services	March 1, 2021
Dean of Library Services forwards recommendations and all supporting materials to the Provost for submission to the UMES Faculty P&T Review Committee	March 15, 2021
UMES Faculty P&T Committee submits its recommendations to the Provost	April 15, 2021
Provost submits recommendations and supporting materials to the President	May 1, 2021
President's final decision communicated to the candidate in writing	May 15, 2021 or current USM policy date

Student Evaluation of Instructor

Fall 2020 Student Evaluation of Instructor	To be determined
Spring 2021 Student Evaluation of Instructor	To be determined

Supplemental Grade Reports

Spring 2020 and Summer 2020	November 6, 2020
Fall 2020 and Winter 2021	April 15, 2021

Teaching Load Forms

Fall Teaching Load Forms due to the Dean	September 30, 2020
Spring Teaching Load Forms due to the Dean	February 28, 2021

UMES Senate

Election of Officers for next academic year	Third Tuesday in April 2021
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Textbook Orders Due to Bookstore

Winter & Spring Adoptions	October 15, 2020
Summer Adoptions	April 1, 2021
Fall Adoptions	April 15, 2021