



**DIVISION OF ACADEMIC AFFAIRS CHRONICLE
FALL 2021 – SUMMER 2022**

***President’s Retention Meeting** **Fall dates: October 5th, November 18th and December 2nd ***

University Hour **Every Tuesday/Thursday** **11:00am-12:30pm**

Meetings

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
Chairs Assessment Meeting	4 th Tuesday of each month 4:00 – 5:00 pm	Location determined by Provost
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

4th Thursday of each month
11:00 am – 12:30 pm

Location determined by
Provost/VPAA

Session Dates*

Fall Semester	August 30 – December 17, 2022
Winter Semester	January 3 - 21, 2022
Spring Semester	January 31 - May 20, 2022
10 week Summer Session (Summer I)	May 31 - August 5, 2022
1 st 5-week Summer Session (Summer II)	May 31 - July 1, 2022
2 nd 5-week Summer Session (Summer III)	July 5 - August 5, 2022

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

Commencements

Fall Commencement	December 17, 2021
Spring Commencement	May 20, 2022

Division Events and Important Dates

Honors Graduate Reception and Medallion Ceremony – Fall 2021	December 16, 2021
Spring Break (Students)	March 21 - 27, 2022
Spring Break (University)	March 21 – 22, 2022
Talent Appraisal Forms Due (Exempt and Non-Exempt Staff)	June 17, 2022
Honors Convocation	April 7, 2022
Graduate Education Week	April 18 - 22, 2022
Annual Research Symposium	April 21, 2022
President’s Faculty Appreciation Luncheon	To be determined
Honors Graduate Reception and Medallion Ceremony – Spring 2022	May 19, 2022
Innovations in Teaching and Learning Conference	May 18-19, 2022

Academic Program Review

Provost submits DRAFT reviews of existing academic program to USM Office of Academic (OAA) for comments	October 1, 2021
USM OAA returns draft reviews to institutions for revisions, if necessary	October 15, 2021
Institutions submit final version of reviews to USM OAA	November 16, 2021

USM Board of Regents Education Policy and Student Life Committee (EPSLC) acts on final version of reviews

January 11, 2022

Academic Course Schedule Development Process

Winter/Spring 2023 and Summer/Fall 2023 course schedules

August – November, 2022

Winter 2023 and Spring 2023 course schedules

April – May, 2022

Contracts

Winter & Spring Part-time Contracts and Graduate Assistantships

- Initiate
- Due Date

October 1, 2021
November 17, 2021

Summer I and II Part-time Contracts

- Initiate
- Due Date

April 15, 2022
May 13, 2022

Summer III Part-time Contracts

April 15, 2022

Fall 2022 Graduate Assistantships

Initiate

- Initiate
- Due Date

May 1, 2022
June 1, 2022

Fall 2022 Part-time Faculty

- Initiate
- Due Date

June 1, 2022
July 15, 2022

Overloads

Fall 2021 Overloads

- Initiate
- Due Date

August 9, 2021
September 13, 2021

Spring 2022 Overloads

- Initiate
- Due Date

January 10, 2022
February 10, 2022

Emeritus Status - Fall Commencement

Provost selects the AA Emeritus Status Committee

August 13, 2021

Provost request recommendations for Emeritus Status

August 16, 2021

Recommendations due to Provost for AA Emeritus Status

September 3, 2021

Provost submits recommendations to the Chair of the AA Emeritus Committee

September 10, 2021

AA Emeritus Committee reviews applications for Emeritus Status

September 13 – 17, 2021

Chair of the AA Emeritus Committee informs the Provost of their recommendations

September 20, 2021

Provost submits the AA Emeritus Committee's recommendation(s) to the President

September 22, 2021

Spring Commencement

Provost request recommendations for Emeritus Status

January 17, 2022

Recommendations due to Provost for AA Emeritus Status	February 4, 2022
Provost submits recommendations to the Chair of the AA Emeritus Committee	February 7, 2022
AA Emeritus Committee reviews applications for Emeritus Status	February 8-14, 2022
Chair of the AA Emeritus Committee informs the Provost of their recommendations	February 16, 2022
Provost submits the AA Emeritus Committee's recommendation(s) to the President	February 18, 2022

Faculty Assembly

Election of New Officers	Second Tuesday in April 2022
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Faculty Evaluations (Mid-Year)

Evaluation forms are completed by Faculty	January 3-7, 2022
Faculty submit completed evaluation forms to Department Chair	January 10, 2022
Department Chair meets with faculty to complete evaluation	January 10-21, 2022

Faculty Evaluations (Year End)

Evaluation forms are completed by Faculty	March 17-April 5, 2022
Faculty submit completed evaluation forms to Department Chair	April 8, 2022
Department Chair meets with faculty to complete evaluation	April 8-15, 2022
Department Chair submits completed evaluation forms to Dean for approval	April 18, 2022
Dean submits completed evaluation forms to Provost for approval	April 20, 2022

Faculty Grievance Panel – Election of Panel

Office of the Provost & Vice President for Academic Affairs prepares ballot	August 20, 2021
Nominations open for the Panel	August 23-26, 2021
Provost confirms participation of the nominees on the Panel	September 1-7, 2021
Provost announces the members of the 2021-2022 Faculty Grievance Panel	September 9, 2021

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 2022 meeting in order for final board action to be taken during the February 11, 2022 meeting of the full Board of Regents. The deadline for submitting nominations for honorary degrees is Monday, November 29, 2021. 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 7, 2021
Deans submit nominations to Provost	October 7, 2021
President appoints an Ad Hoc Committee	October 8, 2021
Provost and VPs submit nominations to Ad Hoc Committee	October 19, 2021
Ad Hoc Committee gives recommendations to President	November 3, 2021
President submits decision to nominating unit or person	November 17, 2021
President submits recommendation to the Chancellor	November 22, 2021

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
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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, 2021
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Department Chairperson selects two of the three tenured faculty named by the faculty member being reviewed to serve on the SPRC	September 30, 2021
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Faculty member being reviewed submits dossier to Department Chairperson	October 29, 2021
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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 5, 2021*
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SPRC submits its report to the Department Chairperson or academic unit head and faculty member being reviewed	January 14, 2022
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<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>
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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, 2022
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Dean writes a letter to the faculty member and the Department Chairperson indicating his/her response to the SPRC's findings	March 1, 2022
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<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>
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Dean will notify the faculty member by letter of the Post-Tenure Review decision.	April 1, 2022
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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, 2022
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* 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, 2021
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Written notification by the Department Chair to the candidate, Dean, and Provost regarding the composition of the Ad Hoc Departmental Committee	October 15, 2021
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Provost holds elections for the UMES Faculty Promotion and Tenure Committee	October 31, 2021
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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, 2022
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, 2022
<i>If the Ad Hoc Committee recommendation is positive,</i> the Department Chair attaches his/her recommendation and forwards all materials to the Dean	February 21, 2022
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, 2022
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 2021-2022	April 1, 2022
UMES Faculty P&T Committee submits report and its recommendations to the Provost	April 15, 2022
Provost submits his/her recommendations and pertinent materials to the President	May 2, 2022
President's final decision communicated to the candidate in writing	May 15, 2022 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, 2021
Candidate submits letter of request for promotion to Dean of Library Services	October 1, 2021
Appointment/Election of Promotion and Permanent Status Committee	October 15, 2021
Deadline for candidate to submit dossier to Dean of Library Services	January 31, 2022
Promotion and Permanent Status Committee submits reports to the Dean of Library Services	March 1, 2022
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, 2022
UMES Faculty P&T Committee submits its recommendations to the Provost	April 15, 2022
Provost submits recommendations and supporting materials to the President	May 2, 2022
President's final decision communicated to the candidate in writing	May 15, 2022 or current USM policy date

Student Evaluation of Instructor

Fall 2021 Student Evaluation of Instructor	To be determined
Spring 2022 Student Evaluation of Instructor	To be determined

Supplemental Grade Reports

Spring 2021 and Summer 2021	November 5, 2021
Fall 2021 and Winter 2022	April 15, 2022

Teaching Load Forms

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

September 30, 2021
February 28, 2022

UMES Senate

Election of Officers for next academic year

Third Tuesday in April 2022

Textbook Orders Due to Bookstore

Winter & Spring Adoptions
Summer Adoptions
Fall Adoptions

October 15, 2021
April 1, 2022
April 15, 2022