

Timeline for CAE Events

Academic Year Timelines September - June	Event	Category
Quality Assurance		
Mid-September	Schedule of Cyclical Review Launch Meetings	Cyclical Review
Late September – October	Cyclical Review Launch Meetings – Progress chart with tentative deadline provided	Cyclical Review
Mid-December	First Follow up on Cyclical Review Progress. Two weeks lag time before Chairs are notified about programs behind schedule.	Cyclical Review
Early February	Second Follow up on Cyclical Review Progress. Two weeks lag time before Chairs are notified about programs behind schedule. If no response from Chairs in two weeks from notification then VPA notified.	Cyclical Review
January to May	Meetings for Cyclical Review program Mapping Feedback	Cyclical Review
End of April	Third Follow up on Cyclical Review Progress. Two weeks lag time before Chairs are notified about programs behind schedule.	Cyclical Review
May – June	Final Reports and Action Plans	Cyclical Review
Mid- May	Confirmation of Cyclical Review Schedule for the next academic year (Chairs meeting and email)	Cyclical Review
End of April	Begin Annual Review Process	Annual Reviews
Mid June	Annual Review Action Plan Submission	Annual Reviews
Curriculum		
End of November	Reminder Email about Curriculum Chart Change Submission Deadline	Curriculum Chart
January 31 st	Curriculum Chart Change Submission Deadline	Curriculum Chart
Mid November	Winter Course Outline Change Submission	Course Outlines

Mid April	Next School Year Outline Rollover	Course Outlines
Mid April	Spring Course Outline Change Submission	Course Outlines
End of May	Fall Course Outline Change Submission	Course Outlines
PD and Training		
August (Early/Middle)	CEDP Phase 1 - Professional Development – Full-Time Faculty Formal Training	CEDP
June (Early/Middle)	CEDP Phase 2 - Professional Development – Full-Time Faculty Formal Training	CEDP
May (Early/Middle)	CEDP Phase 3 - Professional Development – Full-Time Faculty Formal Training	CEDP
September Start	Mentoring Program	CEDP – Formal Required Training
September Start – Monthly	Scholarship Discussions – Last Friday of each month.(September until June)	PD – Teaching & Learning
Early September	Teaching Circles - Formally required training for faculty enrolled in CEDP, Available option to Full-Time Faculty	CEDP - PD
Early January	Teaching Circles - Formally required training for faculty enrolled in CEDP, Available option to Full-Time Faculty	CEDP - PD
Mid-December or Early January	Part-Time Faculty Orientation – Optional to New or Recent Part-Time Faculty/Instructors	PD
Mid-March	Internal PD Workshop Series	PD
May – June	Internal PD Workshop Series	PD
Beginning of June	Faculty Retreat	PD
August (Middle/End)	New Faculty Full-Time Orientation - Formal Training	PD
Early September	Part-Time Faculty Orientation - Optional to New or Recent Part-Time Faculty/Instructors	PD