FIU FLORIDA INTERNATIONAL UNIVERSITY

Credentialing Timeline
Academic Calendar year 2015-2016

SUMMER 2015

Feb 19	OPIR sends out a preliminary list of courses without instructors for Summer/Fall 2015 to the units.
Feb 24	Faculty Roster for Summer 2015 and Fall 2015 will be provided to Academic Units detailing faculty who are assigned to courses, but not automatically qualified.
March 20	**Academic Units submit all hiring paperwork to Academic Affairs for Summer 2015:** • New faculty/adjuncts • Changes in assignment • HR sign-on • Electronic Credentialing Request Form. Note: Changes in assignment requires an updated eCRF. (Navigation: *FIU Custom > Student Records > Use > Credentialing Process > Credentialing Form)*
March 20	Academic Units deadline to submit resolution of any outstanding issues for Summer courses to Academic Affairs Budget and Personnel related to: • Courses missing primary instructors (OCM_ACTV_COURSES_NO_PRIM_INST) • Justifications and course objective matrix for exceptions • Analysis of Instructor Workload (FIU_JMD_COURSE_LIST)
March 24 - April 26	Summer 2015 open registration
May 4	Courses with outstanding issues not resolved will be cancelled. Low Enrollment courses should be cancelled
May 9	First day of Summer A & C semester
Jun 3	Summer B registration resumes for students
Jun 17	Last day of Summer A semester
Jun 20	First day of Summer B semester
Jul 29	Last day of Summer B & C semester

FLORIDA INTERNATIONAL UNIVERSITY

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Academic Calendar year 2015-2016

FALL 2015

Feb 19	OPIR sends out a preliminary list of courses without instructors to the units
March 24 – Aug 23	Fall 2015 open registration
June 22	Faculty Roster **update** for Fall 2015 will be provided to Academic Units detailing faculty who are assigned to courses, but not automatically qualified.
July 15	**Academic Units submit all hiring paperwork to Academic Affairs for:** • New faculty/adjuncts • Changes in assignment • HR sign-on • Electronic Credentialing Request Form. Note: Changes in assignment requires an updated eCRF. (Navigation: *FIU Custom > Student Records > Use > Credentialing Process > Credentialing Form)*
July 20	Academic Units deadline to submit resolution of any outstanding Fall 2015 & Spring 2016 issues to Academic Affairs related to: • Courses missing primary instructors (OCM_ACTV_COURSES_NO_PRIM_INST) • Justifications and course objective matrix for exceptions • Analysis of Instructor Workload (FIU_JMD_COURSE_LIST)
Aug 17	Courses with outstanding issues not resolved will be cancelled. Low Enrollment courses should be cancelled
Aug 19	New Faculty Orientation
Aug 24	First day of classes for the Fall 2015 semester
Dec 12	Last day of classes for the Fall 2015 semester

Credentialing Timeline
Academic Calendar year 2015-2016

SPRING 2016

(Dates may be subject to change as Academic Calendar for Spring become available)

TBA	Faculty Roster for Summer 2016 will be provided to Academic Units detailing faculty who are assigned to courses, but not automatically qualified.
TBA	**Academic Units submit all hiring paperwork to Academic Affairs for:** • **N**ew faculty/adjuncts • Changes in assignment • HR sign-on • Electronic Credentialing Request Form. Note: Changes in assignment requires an updated eCRF. (Navigation: *FIU Custom > Student Records > Use > Credentialing Process > Credentialing Form)*
TBA	Academic Units deadline to submit resolution of any outstanding issues to Academic Affairs Budget and Personnel related to: • Courses missing primary instructors (OCM_ACTV_COURSES_NO_PRIM_INST) • Justifications and course objective matrix for exceptions • Analysis of Instructor Workload (FIU_JMD_COURSE_LIST)
TBA	Spring 2016 open registration
TBA	Courses with outstanding issues not resolved will be cancelled. Low Enrollment courses should be cancelled
Jan 11, 2016	First day of Spring 2016 semester
April 23	Last day of classes for the Spring 2016 semester