

# UCA ACADEMIC TIMETABLE 2014-2015

To aid in planning for faculty, the following deadlines for selected administrative tasks have been established.  
If a due date falls on a weekend or holiday, the date becomes the next business day.

## FALL 2014

DUE TO CHAIR	DUE TO DEAN	DUE TO . . .	ADMINISTRATIVE TASK or INFORMATION (See also " <a href="#">Academic Calendar</a> ")
	08-28-14		Non-attendance report due by noon
09-01-14 (department committee) 10-01-14 (department chair)	10-15-14 (college committee) 12-01-14 (dean)	1-15-14 (provost)	Promotion and/or Tenure Applications (Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information)
09-01-14 (department committee <i>via department chair</i> ) 10-01-14 (department chair)	12-01-14 (dean)	1-15-14 (provost)	Applications for Advancement of Lecturers/Clinical Instructors/Laboratory Instructors (Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information)
	09-22-14		First 8-week course evaluations available
	09-30-14		Faculty Development grant proposals. Contact IDC (450-5240) for more information
09-25-14	10-02-14	11-06-14 (provost)	Sabbatical Leave Applications for summer and fall 2015
10-01-14	10-08-14	10-15-14 (graduate dean)	Honorary Doctorate nominations
10-01-14	10-08-14	10-15-14 (provost)	Faculty Emeritus nominations
09-30-14	10-17-14	10-24-14 (graduate dean)	Faculty Research proposals from University Research Council See <a href="http://www.uca.edu/urc">www.uca.edu/urc</a>
	10-12-14		End 1 <sup>st</sup> 8-week course evaluations
		10-15-14 (registrar)	Mid-term grades due by noon
	10-16-14 to 10-19-14		Fall Break
	10-27-14 to 11-17-14		Advance registration for spring 2015
	11-01-14*		Textbook orders for spring 2015 must be submitted to the bookstore no later than this date in accordance with Arkansas State Code 6-60-601. Those submitted after this date must submit a <a href="#">Late Book Order</a> form. *NOTE: The bookstore will notify campus through e-mail of its deadline for book orders prior to November 1.
	11-24-14		Fall & 2 <sup>nd</sup> 8-week evaluations available
	11-26-14 to 11-30-14		Thanksgiving Break (Offices are open on November 26)
	12-05-14		Study Day
	12-13-14		Commencement
	12-14-14		End fall & 2 <sup>nd</sup> 8-week evaluations
	12-15-14		Final grades due by noon to the registrar

## SPRING 2015

DUE TO CHAIR	DUE TO DEAN	DUE TO . . .	ADMINISTRATIVE TASK or INFORMATION (See also " <a href="#">Academic Calendar</a> ")
	01-15-15		Non-attendance report due by noon
	01-30-15		Faculty Development grant proposals. Contact IDC (450-5240) for more information
01-15-15	03-01-15	n/a	Faculty performance forms for the period 01-01-14 through 12-31-14
01-15-15	03-01-15	n/a	Faculty planning forms for the period 01-01-15 through 12-31-15
01-12-15	01-20-15 (college committee) 02-02-15 (college dean)	02-09-15 (graduate dean)	Proposals for Summer Stipends 2015
02-12-15	02-19-15	02-26-15 (provost)	Sabbatical leave applications for spring 2016
	02-09-15		First 8-week course evaluations available
02-16-15	03-02-15	03-09-15 (graduate dean)	Faculty research proposals from University Research Council See <a href="http://www.uca.edu/urc">www.uca.edu/urc</a>
	03-01-15		End 1 <sup>st</sup> 8-week course evaluations
		03-04-15 (registrar)	Mid-term grades due by noon
	03-22-15 through 03-29-15		Spring Break
	03-30-15 through 04-20-15		Advance Registration for summer 2015 and fall 2015
	04-13-15		Spring and 2 <sup>nd</sup> 8-week course evaluations available
	04-01-15*		Textbook orders for summer and fall 2015 must be submitted to the bookstore no later than this date in accordance with Arkansas State Code 6-60-601. Those submitted after this date must submit a <a href="#">Late Book Order</a> form. *NOTE: The bookstore will notify campus through e-mail of its deadline for book orders prior to April 1.
	04-15-15		Faculty development grant proposals. Contact Instructional Development Center (450-5240) for more information.
	04-24-15		Study Day
	05-02-15		Commencement
	05-03-15		End spring and 2 <sup>nd</sup> 8-week course evaluations
		05-05-15 (registrar)	Final grades due by noon
	05-11-15		May Intercession and 13-Week Summer Session Begins
	06-02-15		Final grades due by noon (May Intercession)
	06-03-15		1 <sup>st</sup> Summer Session Begins
	07-08-15		2 <sup>nd</sup> Summer Session Begins