

## UCA ACADEMIC TIMETABLE 2018–2019

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 due date becomes the next business day.

ADMINISTRATIVE TASK / INFO (See also " <a href="#">Academic Calendar</a> ")	DEADLINE	OTHER INFORMATION
<b>Non -Attendance Report</b>	8/30/2018	Due by noon.
<b>Promotion and/or Tenure Application</b> Department Committee Department Chair College Committee Dean Provost	9/1/2018 10/1/2018 10/15/2018 12/1/2018 1/15/2019	Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
<b>Promotion of Lecturers/Clinical Instructors/Laboratory Instructors</b> Department Committee Department Chair Dean Provost	9/1/2018 10/1/2018 12/1/2018 1/15/2019	Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
<b>URC Faculty Research Proposals for Fall</b> Department Chair College Research Committee Dean Graduate Dean URC	9/13/2018 9/20/2018 10/4/2018 10/11/2018 10/26/2018	See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
<b>Sabbatical Leave Applications for Summer/Fall 2019</b> Department Chair Dean Associate Provost Provost	9/20/2018 9/27/2018 10/4/2018 11/1/2018	See <a href="#">Sabbatical Leave Guidelines</a> .
<b>First 8-Week Course Evaluations Open</b>	9/24/2018	
<b>Faculty Development Grant Proposals</b>	9/28/2018	Contact CTE (450-5240) for more information.
<b>Honorary Doctorate Nominations</b> Department Chair Dean Graduate Dean	9/30/2018 10/7/2018 10/14/2018	
<b>Annual Reports</b> Dean Provost	10/1/2018 11/1/2018	

ADMINISTRATIVE TASK / INFO (See also " <a href="#">Academic Calendar</a> ")	DEADLINE	OTHER INFORMATION
<b>Distinguished Faculty Emeritus Nomination</b> Department Chair Dean Provost	10/1/2018 10/8/2018 10/15/2018	
<b>Textbook Order Submission</b>	10/12/2018	See note below <sup>1</sup> .
<b>First 8-Week Course Evaluations Close</b>	10/14/2018	
<b>Mid-Term Grade Reports Due to Registrar</b>	10/17/2018	Due by noon.
<b>Spring 2019 Advance Registration</b>	10/29/2018 through 11/19/2018	
<b>Phased Retirement Applications for Tenured Faculty</b> Department Chair Provost Decision	11/1/2018 12/15/2018	Refer to <a href="#">Board Policy 528</a> for additional information.
<b>Faculty Development Grant Proposals</b>	11/16/2018	Contact CTE (450-5240) for more information.
<b>Fall and Second 8-Week Course Evaluations Open</b>	11/19/2018	
<b>Winter Commencement</b>	12/15/2018	
<b>Fall and Second 8-Week Course Evaluations Close</b>	12/16/2018	
<b>Fall Final Grade Reports Due to Registrar</b>	12/17/2018	Due by noon.
<b>Winter Evaluations Open</b>	12/28/2018	
<b>2019 Summer Stipend Proposals</b> Department Chair College Committee Dean Graduate Dean	1/7/2019 1/14/2019 1/25/2019 2/1/2019	
<b>Winter Intersession Final Grade Reports Due to Registrar</b>	1/8/2019	Due by noon.
<b>Winter Evaluations Close</b>	1/8/2019	
<b>Faculty Performance Forms for 2018 Calendar Year</b> Department Chair Dean	1/15/2019 3/1/2019	
<b>Faculty Planning Forms, 2019 Calendar Year</b> Department Chair Dean	1/15/2019 3/1/2019	

<sup>1</sup> Textbook orders for spring 2019 must be submitted to the bookstore no later than this date in accordance with Arkansas Code Annotated § 6-60-601. Those submitting after this date must submit a [Late Book Order](#) form. NOTE: The bookstore will notify campus through e-mail of its deadline for book orders prior to November 1.

ADMINISTRATIVE TASK / INFO (See also " <a href="#">Academic Calendar</a> ")	DEADLINE	OTHER INFORMATION
<b>Non -Attendance Report</b>	1/17/2019	Due by noon.
<b>URC Faculty Research Proposals for Spring</b> Department College Research Committee Dean Graduate Dean URC	1/28/2019 2/4/2019 2/18/2019 2/25/2019 3/12/2019	See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
<b>Faculty Development Grant Proposals</b>	2/1/2019	Contact CTE (450-5240) for more information.
<b>First 8-Week Course Evaluations Open</b>	2/4/2019	
<b>Sabbatical Leave Applications for Spring 2020</b> Department Chair Dean Associate Provost Provost	2/7/2019 2/14/2019 2/21/2019 3/21/2019	See <a href="#">Sabbatical Leave Guidelines</a> .
<b>First 8-Week Course Evaluations Close</b>	2/24/2019	
<b>Phased Retirement Applications for Non-Tenure-Track Faculty</b> Department Chair Provost Decision	3/1/2019 4/15/2019	Refer to <a href="#">Board Policy 528</a> for additional information.
<b>Mid-Term Grade Reports Due to Registrar</b>	3/6/2019	Due by noon.
<b>Textbook Order Submission</b>	3/8/2019	See note below. <sup>2</sup>
<b>Faculty Development Grant Proposals</b>	3/15/2019	Contact CTE (450-5240) for more information.
<b>Summer/Fall 2019 Advance Registration</b>	4/1/2019 through 4/22/2019	
<b>Spring &amp; Second 8-Week Course Evaluations Open</b>	4/8/2018	
<b>Faculty Development Grant Proposals (summer grants that cross fiscal years)</b>	4/12/2019	Contact CTE (450-5240) for more information.
<b>Spring Commencement</b>	5/4/2019	
<b>Spring &amp; Second 8-Week Course Evaluations Close</b>	5/5/2019	
<b>Spring Final Grade Reports Due to Registrar</b>	5/7/2019	Due by noon.
<b>May Intersession Course Evaluations Open</b>	5/26/2019	
<b>May Intersession Course Evaluations Close</b>	6/2/2019	
<b>May Intersession Final Grade Reports Due to Registrar</b>	6/4/2019	Due by noon.
<b>Summer I Course Evaluations Open</b>	6/24/2019	

<sup>2</sup> Textbook orders for summer and fall 2019 must be submitted to the bookstore no later than this date in accordance with Arkansas Code Annotated § 6-60-601. Those submitting after this date must submit a [Late Book Order](#) form. NOTE: The bookstore will notify campus through e-mail of its deadline for book orders prior to April 1.

ADMINISTRATIVE TASK / INFO (See also " <a href="#">Academic Calendar</a> ")	DEADLINE	OTHER INFORMATION
Summer I Course Evaluations Close	7/7/2019	
First 5-Week Summer Session Final Grade Reports Due to Registrar	7/9/2019	Due by noon.
13-Week Course Evaluations Open	7/17/2019	
Summer II, Summer III, & 10-Week Course Evaluations Open	7/28/2019	
Summer II, Summer III, 10-Week, & 13-Week Course Evaluations Close	8/6/2019	
Summer Commencement	8/9/2019	
Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar	8/13/2019	Due by noon.