

UCA ACADEMIC TIMETABLE 2019–2020

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 Academic Calendar and Student Course Evaluation Schedule)	DEADLINE	OTHER INFORMATION
Non-Attendance Report	8/29/2019	Due by noon.
Promotion and/or Tenure Application Department Committee Department Chair College Committee Dean Provost	9/1/2019 10/1/2019 10/15/2019 12/1/2019 1/15/2020	Refer to Chapter 3 of the current Faculty Handbook for additional information.
Promotion of Lecturers/Clinical Instructors/Laboratory Instructors Department Committee Department Chair Dean Provost	9/1/2019 10/1/2019 12/1/2019 1/15/2020	Refer to Chapter 3 of the current Faculty Handbook for additional information.
URC Faculty Research Proposals for Fall Department Chair College Research Committee Dean Graduate Dean URC	9/12/2019 9/19/2019 10/3/2019 10/10/2019 10/25/2019	See uca.edu/urc/ .
Sabbatical Leave Applications for Summer/Fall 2020 Department Chair Dean Associate Provost Provost	9/20/2019 9/27/2019 10/4/2019 11/1/2019	See Sabbatical Leave Guidelines .
Progress Reporting Opens via Grades First	9/23/2019	
Faculty Development Grant Proposals	9/30/2019	Contact CTE (450-5240) for more information.
Annual Reports Dean Provost	10/1/2019 11/1/2019	
Distinguished Faculty Emeritus Nomination Department Chair Dean Provost	10/1/2019 10/8/2019 10/15/2019	

ADMINISTRATIVE TASK / INFO (See also Academic Calendar and Student Course Evaluation Schedule)	DEADLINE	OTHER INFORMATION
Progress Reporting Closes	10/4/2019	
Textbook Order Submission	10/11/2019	See note below ¹ .
Spring 2020 Advance Registration	10/28/2019 through 11/18/2019	
Honorary Doctorate Nominations Provost	10/31/2019	
Phased Retirement Applications for Tenured Faculty Department Chair Provost Decision	11/1/2019 12/15/2019	Refer to Board Policy 528 for additional information.
Faculty Development Grant Proposals	11/15/2019	Contact CTE (450-5240) for more information.
Winter Commencement Graduate Undergraduate	12/13/2019 12/14/2019	
Fall Final Grade Reports Due to Registrar	12/16/2019	Due by noon.
2020 Summer Stipend Proposals Department Chair College Committee Dean Graduate Dean	1/6/2020 1/13/2020 1/24/2020 1/31/2020	
Winter Intersession Final Grade Reports Due to Registrar	1/7/2020	Due by noon.
Faculty Performance Forms for 2019 Calendar Year Department Chair Dean	1/15/2020 3/1/2020	
Faculty Planning Forms, 2020 Calendar Year Department Chair Dean	1/15/2020 3/1/2020	
Non -Attendance Report	1/16/2020	Due by noon.
URC Faculty Research Proposals for Spring Department College Research Committee Dean Graduate Dean URC	1/27/2020 2/3/2020 2/17/2020 2/24/2020 3/10/2020	See uca.edu/urc/ .
Faculty Development Grant Proposals	1/31/2020	Contact CTE (450-5240) for more information.

¹ Textbook orders for spring 2020 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 Academic Calendar and Student Course Evaluation Schedule)	DEADLINE	OTHER INFORMATION
Mid-Tenure Review Department Chair DTPC to Department Chair Dean Candidate	2/1/2020 3/1/2020 4/1/2020 5/1/2020	Refer to Chapter 3 of the current Faculty Handbook for additional information.
Sabbatical Leave Applications for Spring 2021 Department Chair Dean Associate Provost Provost	2/7/2020 2/14/2020 2/21/2020 3/20/2020	See Sabbatical Leave Guidelines .
Progress Reporting Opens via Grades First	2/10/2020	
Progress Reporting Closes	2/21/2020	
Phased Retirement Applications for Non-Tenure-Track Faculty Department Chair Provost Decision	3/1/2020 4/15/2020	Refer to Board Policy 528 for additional information.
Textbook Order Submission	3/6/2020	See note below. ²
Faculty Development Grant Proposals	3/16/2020	Contact CTE (450-5240) for more information.
Summer/Fall 2020 Advance Registration	3/30/2020 through 4/20/2020	
Faculty Development Grant Proposals (summer grants that cross fiscal years)	4/15/2020	Contact CTE (450-5240) for more information.
Spring Commencement Graduate Undergraduate	5/1/2020 5/2/2020	
Spring Final Grade Reports Due to Registrar	5/5/2020	Due by noon.
May Intersession Final Grade Reports Due to Registrar	6/2/2020	Due by noon.
First 5-Week Summer Session Final Grade Reports Due to Registrar	7/7/2020	Due by noon.
Summer Commencement	8/7/2020	
Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar	8/11/2020	Due by noon.

² Textbook orders for summer and fall 2020 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.