

# UCA ACADEMIC TIMETABLE 2020-2021

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> and <a href="#">Student Course Evaluation Schedule</a> )	DEADLINE	OTHER INFORMATION
<b>Non-Attendance Report</b>	8/27/2020	Due by noon.
<b>Promotion and/or Tenure Application</b> Department Committee Department Chair College Committee Dean Provost	9/1/2020 10/1/2020 10/15/2020 12/1/2020 1/15/2021	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	9/1/2020 10/1/2020 12/1/2020 1/15/2021	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	9/10/2020 9/17/2020 10/1/2020 10/8/2020 10/22/2020	See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
<b>Sabbatical Leave Applications for Summer/Fall 2021</b> Department Chair Dean Associate Provost Provost	9/21/2020 9/28/2020 10/5/2020 11/2/2020	See <a href="#">Sabbatical Leave Guidelines</a> .
<b>Progress Reporting Opens via Grades First</b>	9/21/2020	
<b>Faculty Development Grant Proposals</b>	9/30/2020	Contact <a href="#">CTE</a> (450-5240) for more information.
<b>Annual Reports</b> Dean Provost	10/1/2020 11/1/2020	
<b>Distinguished Faculty Emeritus Nomination</b> Department Chair Dean Provost	10/1/2020 10/8/2020 10/15/2020	

ADMINISTRATIVE TASK / INFO (See also <a href="#">Academic Calendar</a> and <a href="#">Student Course Evaluation Schedule</a> )	DEADLINE	OTHER INFORMATION
<b>Progress Reporting Closes</b>	10/2/2020	
<b>Textbook Order Submission (Spring)</b>	10/9/2020	See note below <sup>1</sup> .
<b>Spring 2021 Advance Registration</b>	11/2/2020 through 11/12/2020	
<b>Honorary Doctorate Nominations</b> Provost	10/31/2020	
<b>Phased Retirement Applications for Tenured Faculty</b> Department Chair Provost Decision	11/1/2020 12/15/2020	Refer to <a href="#">Board Policy 528</a> for additional information.
<b>Faculty Development Grant Proposals</b>	11/16/2020	Contact <a href="#">CTE</a> (450-5240) for more information.
<b>Winter Commencement</b> Graduate Undergraduate	TBD TBD	
<b>Fall Final Grade Reports Due to Registrar</b>	12/14/2020	Due by noon.
<b>2021 Summer Stipend Proposals</b> Department Chair College Committee Dean Graduate Dean	9/21/2020 9/28/2020 10/2/2020 10/12/2020	
<b>Winter Intersession Final Grade Reports Due to Registrar</b>	1/5/2021	Due by noon.
<b>Faculty Performance Forms for 2020 Calendar Year</b> Department Chair Dean	1/15/2021 3/1/2021	
<b>Faculty Planning Forms, 2021 Calendar Year</b> Department Chair Dean	1/15/2021 3/1/2021	
<b>Non -Attendance Report</b>	1/26/2021	Due by noon.
<b>URC Faculty Research Proposals for Spring</b> Department College Research Committee Dean Graduate Dean URC	1/25/2021 2/1/2021 2/15/2021 2/22/2021 3/8/2021	See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
<b>Faculty Development Grant proposals</b>	1/29/2021	Contact <a href="#">CTE</a> (450-5240) for more information.
<b>Mid-Tenure Review</b>		Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.

<sup>1</sup> Textbook orders for spring 2021 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> and <a href="#">Student Course Evaluation Schedule</a> )	DEADLINE	OTHER INFORMATION
Department Chair DTPC to Department Chair Dean Candidate	2/1/2021 3/1/2021 4/1/2021 5/1/2021	
<b>Sabbatical Leave Applications for Spring 2022</b> Department Chair Dean Associate Provost Provost	2/15/2021 2/22/2021 3/1/2021 3/29/2021	See <a href="#">Sabbatical Leave Guidelines</a> .
<b>Progress Reporting Opens via Grades First</b>	2/18/2021	
<b>Progress Reporting Closes</b>	3/2/2021	
<b>Phased Retirement Applications for Non-Tenure-Track Faculty</b> Department Chair Provost Decision	3/1/2021 4/15/2021	Refer to <a href="#">Board Policy 528</a> for additional information.
<b>Textbook Order Submission (Summer/Fall)</b>	3/5/2021	See note below. <sup>2</sup>
<b>Faculty Development Grant Proposals</b>	2/15/2021	Contact <a href="#">CTE</a> (450-5240) for more information.
<b>Summer/Fall 2021 Advance Registration</b>	3/15/2021 through 4/1/2021	
<b>Faculty Development Grant Proposals (summer grants that cross fiscal years)</b>	3/15/2021	Contact <a href="#">CTE</a> (450-5240) for more information.
<b>Spring Commencement</b> Graduate Undergraduate	5/7/2021 5/8/2021	
<b>Spring Final Grade Reports Due to Registrar</b>	5/11/2021	Due by noon.
<b>May Intersession Final Grade Reports Due to Registrar</b>	6/2/2021	Due by noon.
<b>First 5-Week Summer Session Final Grade Reports Due to Registrar</b>	7/7/2021	Due by noon.
<b>Summer Commencement</b>	8/7/2021	
<b>Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar</b>	8/10/2021	Due by noon.

<sup>2</sup> Textbook orders for summer and fall 2021 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.