

UCA ACADEMIC TIMETABLE 2021-2022

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	8/26/2021	Due by noon.
Promotion and/or Tenure Application Department Committee Department Chair College Committee Dean Provost	9/1/2021 10/1/2021 10/15/2021 12/1/2021 1/15/2022	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	9/1/2021 10/1/2021 12/1/2021 1/15/2022	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	9/16/2021 9/23/2021 10/7/2021 10/14/2021 11/15/2021	See uca.edu/urc/ .
Sabbatical Leave Applications for Summer/Fall 2022 Department Chair Dean Associate Provost Provost	9/20/2021 9/27/2021 10/4/2021 11/1/2021	See Sabbatical Leave Guidelines .
Progress Reporting Opens via Grades First	9/17/2021	
Faculty Development Grant Proposals	10/1/21	Contact CETAL (450-5240) for more information.
Annual Reports Dean Provost	10/1/2021 11/1/2021	
Distinguished Faculty Emeritus Nomination Department Chair Dean Provost	10/1/2021 10/8/2021 10/15/2021	

ADMINISTRATIVE TASK / INFO (See also Academic Calendar and Student Course Evaluation Schedule)	DEADLINE	OTHER INFORMATION
Progress Reporting Closes	9/27/2021	
Textbook Order Submission (Spring)	10/8/2021	See note below ¹ .
Spring 2022 Advance Registration	10/27/2021 through 11/5/2021	
Honorary Doctorate Nominations Provost	10/31/2021	
Phased Retirement Applications for Tenured Faculty Department Chair Provost Decision	11/1/2021 12/15/2021	Refer to Board Policy 528 for additional information.
Faculty Development Grant Proposals	11/15/2021	Contact CETAL (450-5240) for more information.
Winter Commencement Graduate Undergraduate	12/10/2021 12/11/2021	
Fall Final Grade Reports Due to Registrar	12/13/2021	Due by noon.
2022 Summer Stipend Proposals Department Chair College Committee Dean Graduate Dean	9/20/2021 9/27/2021 10/4/2021 10/11/2021	
Winter Intersession Final Grade Reports Due to Registrar	1/4/2022	Due by noon.
Faculty Performance Forms for 2022 Calendar Year Department Chair Dean	1/15/2022 3/1/2022	
Faculty Planning Forms, 2022 Calendar Year Department Chair Dean	1/15/2022 3/1/2022	
Non -Attendance Report	1/21/2022	Due by noon.
URC Faculty Research Proposals for Spring Department College Research Committee Dean Graduate Dean URC	1/25/2022 2/1/2022 2/15/2022 2/22/2022 3/28/2022	See uca.edu/urc/ .
Faculty Development Grant proposals	1/31/2022	Contact CETAL (450-5240) for more information.
Mid-Tenure Review		Refer to Chapter 3 of the current Faculty Handbook for additional information.

¹ 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 Academic Calendar and Student Course Evaluation Schedule)	DEADLINE	OTHER INFORMATION
Department Chair DTPC to Department Chair Dean Candidate	2/1/2022 3/1/2022 4/1/2022 5/1/2022	
Registration Schedule Changes Summer & Fall 2022 Due to Registrar	2/8/2022	
Registration Schedule Summer & Fall 2022 Viewable in Self-Service	2-9-2022	
Sabbatical Leave Applications for Spring 2023 Department Chair Dean Associate Provost Provost	2/14/2022 2/21/2022 2/28/2022 3/25/2022	See Sabbatical Leave Guidelines .
Progress Reporting Opens via Grades First	2/11/2022	
Progress Reporting Closes	2/21/2022	
Phased Retirement Applications for Non-Tenure-Track Faculty Department Chair Provost Decision	3/1/2022 4/15/2022	Refer to Board Policy 528 for additional information.
Textbook Order Submission (Summer/Fall)	3/11/2022	See note below. ²
Faculty Development Grant Proposals	3/15/2022	Contact CETAL (450-5240) for more information.
Summer/Fall 2022 Advance Registration	3/30/2022 through 4/12/2022	
Faculty Development Grant Proposals (summer grants that cross fiscal years)	4/15/2022	Contact CETAL (450-5240) for more information.
Spring Commencement Graduate Undergraduate	5/6/2022 5/7/2022	
Spring Final Grade Reports Due to Registrar	5/10/2022	Due by noon.
May Intersession Final Grade Reports Due to Registrar	6/7/2022	Due by noon.
First 5-Week Summer Session Final Grade Reports Due to Registrar	7/12/2022	Due by noon.
Summer Commencement	8/13/2022	
Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar	8/16/2022	Due by noon.

² 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.