

# UCA ACADEMIC TIMETABLE 2022-2023

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 Experience Survey Schedule</a> )	DEADLINE	OTHER INFORMATION
<b>Non-Attendance Report</b>	9/1/2022	Due by noon.
<b>Promotion and/or Tenure Application</b>		Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Committee	9/1/2022	Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Chair	10/1/2022	
College Committee	10/15/2022	
Dean	12/1/2022	
Provost	1/15/2023	
<b>Promotion of Lecturers/Clinical Instructors/Laboratory Instructors</b>		Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Committee	9/1/2022	
Department Chair	10/1/2022	
Dean	12/1/2022	
Provost	1/15/2023	
<b>Registration Schedule Spring 2023 Due to Registrar</b>	9/13/2022	
<b>Registration Schedule Spring 2023 Viewable in Self-Service</b>	9/14/2022	
<b>URC Faculty Research Proposals for Fall</b>		See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
Department Chair	9/15/2022	
College Research Committee	9/22/2022	
Dean	10/6/2022	
Graduate Dean	10/13/2022	
URC	10/27/2022	
<b>Sabbatical Leave Applications for Summer/Fall 2023</b>		See <a href="#">Sabbatical Leave Guidelines</a> .
Department Chair	9/26/2022	
Dean	10/3/2022	
Associate Provost	10/10/2022	
Provost	11/11/2022	
<b>Progress Reporting Opens via Navigate</b>	9/23/22	
<b>Faculty Development Grant Proposals</b>	9/30/2022	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Annual Reports</b>		
Dean	10/1/2022	
Provost	11/1/2022	

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<b>Distinguished Faculty Emeritus Nomination</b>		
Department Chair	10/1/2022	
Dean	10/8/2022	
Provost	10/15/2022	
<b>Progress Reporting Closes</b>	10/3/22	
<b>Textbook Order Submission (Spring)</b>	10/7/2022	See note below <sup>1</sup> .
<b>Spring 2023 Advance Registration</b>	10/26/2022 through 11/8/2022	
<b>Academic Grade Appeal Deadline (Spring/Summer 2022)</b>	10/10/2022	Contact <a href="#">Registrar</a> (501) 450-5200 for more information.
<b>Honorary Doctorate Nominations</b>		
Provost	10/31/2022	
<b>Phased Retirement Applications for Tenured Faculty</b>		Refer to <a href="#">Board Policy 528</a> for additional information.
Department Chair	11/1/2022	
Provost Decision	12/15/2022	
<b>Faculty Development Grant Proposals</b>	11/15/2022	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Winter Commencement</b>		
Graduate	12/16/2022	
Undergraduate	12/17/2022	
<b>Fall Final Grade Reports Due to Registrar</b>	12/19/2022	Due by noon.
<b>2023 Summer Stipend Proposals</b>		
Department Chair	9/13/2022	
College Committee	9/20/2022	
Dean	10/4/2022	
Graduate Dean	10/11/2022	
URC	10/27/2022	
<b>Winter Intersession Final Grade Reports Due to Registrar</b>	1/10/2023	Due by noon.
<b>Faculty Performance Forms for 2023 Calendar Year</b>		
Department Chair	1/15/2023	
Dean	3/1/2023	

<sup>1</sup> Textbook orders for spring 2023 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.

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<b>Faculty Planning Forms, 2023 Calendar Year</b>		
Department Chair	1/15/2023	
Dean	3/1/2023	
<b>Non -Attendance Report</b>	1/20/2023	Due by noon.
<b>URC Faculty Research Proposals for Spring</b>		See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
Department	1/24/2023	
College Research Committee	1/31/2023	
Dean	2/14/2023	
Graduate Dean	2/21/2023	
URC	3/7/2023	
<b>Faculty Development Grant proposals</b>	1/31/2023	Contact <a href="#">CETAL</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.
Department Chair	2/1/2023	
DTPC to Department Chair	3/1/2023	
Dean	4/1/2023	
Candidate	5/1/2023	
<b>Registration Schedule Changes Summer &amp; Fall 2023 Due to Registrar</b>	2/14/2023	
<b>Registration Schedule Summer &amp; Fall 2023 Viewable in Self-Service</b>	2/15/2023	
<b>Sabbatical Leave Applications for Spring 2024</b>		See <a href="#">Sabbatical Leave Guidelines</a> .
Department Chair	2/13/2023	
Dean	2/20/2023	
Associate Provost	2/27/2023	
Provost	3/31/2023	
<b>Progress Reporting Opens via Navigate</b>	2/10/2023	
<b>Progress Reporting Closes</b>	2/20/2023	
<b>Phased Retirement Applications for Non-Tenure-Track Faculty</b>		Refer to <a href="#">Board Policy 528</a> for additional information.
Department Chair	3/1/2023	
Provost Decision	4/15/2023	
<b>Textbook Order Submission (Summer/Fall)</b>	3/10/2023	See note below. <sup>2</sup>

<sup>2</sup> Textbook orders for summer and fall 2023 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.

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<b>Academic Grade Appeal Deadline (Fall 2022)</b>	3/13/2023	Contact <a href="#">Registrar</a> (501) 450-5200 for more information.
<b>Faculty Development Grant Proposals</b>	3/15/2023	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Summer/Fall 2023 Advance Registration</b>	3/29/2023 through 4/11/2023	
<b>Faculty Development Grant Proposals (summer grants that cross fiscal years)</b>	4/14/2023	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Spring Commencement</b>		
Undergraduate	5/5/2023	
Graduate	5/6/2023	
Undergraduate	5/6/2023	
<b>Spring Final Grade Reports Due to Registrar</b>	5/9/2023	Due by noon.
<b>May Intersession Final Grade Reports Due to Registrar</b>	6/6/2023	Due by noon.
<b>First 5-Week Summer Session Final Grade Reports Due to Registrar</b>	7/11/2023	Due by noon.
<b>Graduate Summer Commencement</b>	8/11/2023	
<b>Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar</b>	8/15/2023	Due by noon.