

UCA ACADEMIC TIMETABLE 2023-2024

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 Experience Survey Schedule)	DEADLINE	OTHER INFORMATION
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Non-Attendance Report	8/31/2023	Due by noon.
Promotion and/or Tenure Application <div style="margin-left: 20px;"> Department Committee Department Chair College Committee Dean Provost </div>	9/1/2023 10/1/2023 10/15/2023 12/1/2023 1/15/2024	Refer to Chapter 3 of the current Faculty Handbook for additional information. Refer to Chapter 3 of the current Faculty Handbook for additional information.
Promotion of Lecturers/Clinical Instructors/Laboratory Instructors <div style="margin-left: 20px;"> Department Committee Department Chair Dean Provost </div>	9/1/2023 10/1/2023 12/1/2023 1/15/2024	Refer to Chapter 3 of the current Faculty Handbook for additional information.
Registration Schedule Spring 2024 Due to Registrar	9/12/2023	
Registration Schedule Spring 2024 Viewable in Self-Service	9/13/2023	
URC Faculty Research Proposals for Fall <div style="margin-left: 20px;"> Department Chair College Research Committee Dean Graduate Dean URC </div>	9/14/2023 9/21/2023 10/5/2023 10/12/2023 10/26/2023	See uca.edu/urc/ .
Sabbatical Leave Applications for Summer/Fall 2024 <div style="margin-left: 20px;"> Department Chair Dean Graduate Dean Provost </div>	9/26/2023 10/3/2023 10/10/2023 11/11/2023	See Sabbatical Leave Guidelines .
Progress Reporting Opens via Navigate	9/22/2023	
Faculty Development Grant Proposals	9/29/2023	Contact CETAL (450-5240) for more information.
Annual Reports <div style="margin-left: 20px;"> Dean Provost </div>	10/1/2023 11/1/2023	

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Distinguished Faculty Emeritus Nomination		
Department Chair	10/1/2023	
Dean	10/8/2023	
Provost	10/15/2023	
Progress Reporting Closes	10/2/2023	
Textbook Order Submission (Spring)	10/13/23	See note below ¹ .
Spring 2024 Advance Registration	10/25/2023 through 11/7/2023	
Academic Grade Appeal Deadline (Spring/Summer 2023)	10/9/2023	Contact Registrar (501) 450-5200 for more information.
Honorary Doctorate Nominations		
Provost	10/31/2023	
Phased Retirement Applications for Tenured Faculty		Refer to Board Policy 528 for additional information.
Department Chair	11/1/2023	
Provost Decision	12/15/2023	
Faculty Development Grant Proposals	11/15/2023	Contact CETAL (450-5240) for more information.
Winter Commencement		
Graduate	12/15/2023	
Undergraduate	12/16/2023	
Fall Final Grade Reports Due to Registrar	12/18/2023	Due by noon.
2024 Summer Stipend Proposals		
Department Chair	9/13/2023	
College Committee	9/20/2023	
Dean	10/4/2023	
Graduate Dean	10/11/2023	
URC	10/27/2023	
Winter Intersession Final Grade Reports Due to Registrar	1/9/2024	Due by noon.
Faculty Performance Forms for 2024 Calendar Year		
Department Chair	1/15/2024	
Dean	3/1/2024	

¹ Textbook orders for spring 2024 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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ADMINISTRATIVE TASK / INFO (See also Academic Calendar and Student Course Experience Survey Schedule)	DEADLINE	OTHER INFORMATION
Faculty Planning Forms, 2024 Calendar Year Department Chair Dean	1/15/2024 3/1/2024	
Non -Attendance Report	1/19/2024	Due by noon.
URC Faculty Research Proposals for Spring Department College Research Committee Dean Graduate Dean URC	1/23/2024 1/30/2024 2/13/2024 2/20/2024 3/5/2024	See uca.edu/urc/ .
Faculty Development Grant proposals	1/31/2024	Contact CETAL (450-5240) for more information.
Mid-Tenure Review Department Chair DTPC to Department Chair Dean Candidate	2/1/2024 3/1/2024 4/1/2024 5/1/2024	Refer to Chapter 3 of the current Faculty Handbook for additional information.
Registration Schedule Changes Summer & Fall 2024 Due to Registrar	2/13/2024	
Registration Schedule Summer & Fall 2024 Viewable in Self-Service	2/14/2024	
Sabbatical Leave Applications for Spring 2025 Department Chair Dean Graduate Dean Provost	2/13/2024 2/20/2024 2/27/2024 3/31/2024	See Sabbatical Leave Guidelines .
Progress Reporting Opens via Navigate	2/9/2024	
Progress Reporting Closes	2/19/2024	
Phased Retirement Applications for Non-Tenure-Track Faculty Department Chair Provost Decision	3/1/2024 4/15/2024	Refer to Board Policy 528 for additional information.
Textbook Order Submission (Summer/Fall)	3/12/2024	See note below. ²

² Textbook orders for summer and fall 2024 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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Academic Grade Appeal Deadline (Fall 2023)	3/11/2024	Contact Registrar (501) 450-5200 for more information.
Faculty Development Grant Proposals	3/15/2024	Contact CETAL (450-5240) for more information.
Summer/Fall 2024 Advance Registration	3/27/2024 through 4/9/2024	
Faculty Development Grant Proposals (summer grants that cross fiscal years)	4/15/2024	Contact CETAL (450-5240) for more information.
Spring Commencement		
Graduate	5/3/2024	
Undergraduate	5/4/2024	
Spring Final Grade Reports Due to Registrar	5/7/2024	Due by noon.
May Intersession Final Grade Reports Due to Registrar	6/4/2024	Due by noon.
First 5-Week Summer Session Final Grade Reports Due to Registrar	7/9/2024	Due by noon.
Graduate Summer Commencement	8/10/2024	
Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar	8/13/2024	Due by noon.