

# UCA ACADEMIC TIMETABLE 2025-2026

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
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<b>Vector Solutions Training for Faculty/Staff/Student Employees Must Be Completed Within the First 90 Days of Employment</b>		
<b>Non-Attendance Reporting</b>	8/28/2025	Due by noon.
<b>Promotion and/or Tenure Application</b>  Department Committee Department Chair College Committee Dean Provost	9/1/2025 10/1/2025 10/15/2025 12/1/2025 1/15/2026	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	9/1/2025 10/1/2025 12/1/2025 1/15/2026	Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
<b>Registration Schedule Spring 2026 Due to Registrar</b>	9/17/2025	
<b>Registration Schedule Spring 2026 Viewable in Self-Service</b>	9/18/2025	
<b>URC Faculty Research Proposals for Fall</b>  Department Chair College Research Committee Dean Graduate Dean URC	9/9/2025 9/16/2025 9/30/2025 10/7/2025 10/21/2025	See <a href="#">URC</a>
<b>Sabbatical Leave Applications for Summer/Fall 2026 and Spring 2027</b>  Department Chair Dean Graduate Dean Provost	9/19/2025 9/26/2025 10/3/2025 11/7/2025	See <a href="#">Sabbatical Leave</a> Guidelines
<b>Progress Reporting Opens via Slate</b>	9/19/2025	

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<b>Faculty Development Grant Proposals</b>	9/30/2025	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Annual Reports</b>  Dean  Provost	10/1/2025  11/1/2025	
<b>Distinguished Faculty Emeritus</b>  Department Chair  Dean  Provost	10/1/2025  10/8/2025  10/15/2025	
<b>Progress Reporting Closes</b>	9/29/2025	
<b>Textbook Order Submission (Spring)</b>	10/10/2025	See note below <sup>1</sup>
<b>Spring 2026 Priority &amp; Advanced Registration</b>	10/29/2025-11/11/2025	
<b>Academic Grade Appeal Deadline (Spring/Summer 2025)</b>	10/13/2025	Contact <a href="#">Registrar</a> (450-5200) for more information.
<b>Honorary Doctorate Nominations</b>  Provost	10/31/2025	
<b>Phased Retirement Applications for Tenured Faculty</b>  Department Chair  Provost Decision	11/1/2025  12/15/2025	Refer to <a href="#">Board Policy</a> 528 for additional information.
<b>Faculty Development Grant Proposals</b>	11/14/2025	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Winter Commencement 2025</b>  Graduate  Undergraduate	12/11/2025  12/12/2025	
<b>Fall Final Grade Reports Due to Registrar</b>	12/15/2025	Due by noon.

<sup>1</sup>Textbook orders for spring 2026 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 via email of its deadline for book orders prior to November 1.

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<b>2026 Summer Stipend Proposals</b>  Department Chair  College Committee  Dean  Graduate Dean  URC	9/9/2025  9/16/2025  9/30/2025  10/7/2025  10/21/2025	See <a href="#">URC</a>
<b>Winter Intersession Final Grade Reports Due to Registrar</b>	1/6/2026	Due by noon.
<b>Faculty Performance Forms for 2026 Calendar Year</b>  Department Chair  Dean	1/15/2026  3/1/2026	
<b>Non-Attendance Report</b>	1/15/2026	Due by noon.
<b>URC Faculty Research Proposals for Spring</b>  Department  College Research Committee  Dean  Graduate Dean  URC	1/27/2026  2/3/2026  2/17/2026  2/24/2026  3/10/2026	See <a href="#">URC</a>
<b>Faculty Development Grant Proposals</b>	1/30/2026	Contact <a href="#">CETAL</a> (450-5240) for more information
<b>Mid-Tenure Review</b>  Department Chair  DTPC to Department Chair  Dean  Candidate	2/1/2026  3/1/2026  4/1/2026  5/1/2026	Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
<b>Registration Schedule Changes Summer &amp; Fall 2026 Due to Registrar</b>	2/18/2026	
<b>Registration Schedule Summer &amp; Fall 2026 Viewable in Self-Service</b>	2/19/2026	
<b>Progress Reporting Opens via Slate</b>	2/6/2026	
<b>Progress Reporting Closes</b>	2/16/2026	

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<b>Phased Retirement Applications for Non-Tenure-Track Faculty</b> Department Chair Provost Decision	11/1/2025 4/15/2026	Refer to <a href="#">Board Policy</a> 528 for additional information.
<b>Textbook Order Submission (Summer/Fall)</b>	3/6/2026	See note below. <sup>2</sup>
<b>Academic Grade Appeal Deadline (Fall 2025)</b>	3/9/2026	Contact <a href="#">Registrar</a> (501) 450-5200 for more information.
<b>Faculty Development Grant Proposals</b>	3/16/2026	Contact <a href="#">CETAL</a> (501) 450-5240 for more information
<b>Summer/Fall 2026 Priority &amp; Advanced Registration</b>	4/1/2026-4/14/2026	
<b>Faculty Development Grant Proposals (summer grants that cross fiscal years (funds limited))</b>	4/15/2026	Contact <a href="#">CETAL</a> (501) 450-5240 for more information
<b>Spring 2026 Commencement</b> Graduate Undergraduate	4/30/2026 5/1/2026	
<b>Spring Final Grade Reports Due to Registrar</b>	5/5/2026	Due by noon.
<b>May Intersession Final Grade Reports Due to Registrar</b>	6/2/2026	Due by noon.
<b>First 5-Week Summer Session Final Grade Reports due to Registrar</b>	7/7/2026	Due by noon.
<b>Graduate Summer 2026 Commencement</b>	8/8/2026	
<b>Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar</b>	8/11/2026	Due by noon.

<sup>2</sup> Textbook orders for summer/fall 2026 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 via email of its deadline for book orders prior to November 1.