

# UCA ACADEMIC TIMETABLE 2010-2011

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 date becomes the next business day.

## FALL 2010

DUE TO CHAIR	DUE TO DEAN	DUE TO . . .	ADMINISTRATIVE TASK
<b>08-26-2010</b>			<b>Fall 2010 Classes Begin</b>
09-01-10 (department committee) 10-01-10 (department chair)	10-15-10 (college committee) 12-01-10 (dean)	12-15-10 (provost)	Promotion and/or Tenure Applications
09-15-10 (department notification) 10-01-10 (department committee)	10-15-10 (department chair) 11-01-10 (dean)	12-01-10 (provost)	Applications for Advancement of Lecturers/Clinical Instructors/Laboratory Instructors
		TBA (UCA Foundation)	Faculty Grant applications for UCA Foundation funds Contact Foundation Office 450-5288
09-30-10	10-10-10	10-15-10 (provost)	Faculty activity schedules for fall 2010
10-01-10	10-10-10	10-15-10 (graduate dean)	Sabbatical Leave Applications for summer and fall 2011
10-01-10	10-10-10	10-15-10 (graduate dean)	Honorary Doctorate nominations
10-01-10	10-10-10	10-15-10 (graduate dean)	Faculty Emeritus nominations
10-01-10	10-10-10 (college committee) 10-20-10 (college dean)	11-01-10 (graduate dean)	Proposals for Faculty Research Grants from University Research Council
		10-20-10 (registrar)	Mid-term grades due by noon to registrar
<b>10-21-10 and 10-22-10</b>			<b>Fall Break</b>
<b>11-01-10</b>			<b>Textbook orders for Spring 2011 must be submitted to bookstore by this date</b>
<b>12-10-10</b>			<b>Study Day</b>
<b>12-18-10</b>			<b>Commencement</b>
		12-20-10 (registrar)	Final grades due by noon to registrar

# UCA ACADEMIC TIMETABLE 2010-2011

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 date becomes the next business day.

## SPRING 2011

DUE TO CHAIR	DUE TO DEAN	DUE TO . . .	ADMINISTRATIVE TASK
<b>01-13-11</b>			<b>Spring 2011 Classes Begin</b>
01-15-11	03-01-11	n/a	Faculty performance forms for the period 01-01-10 through 12-31-10
01-15-11	03-01-11	n/a	Faculty planning forms for the period 01-01-11 through 12-31-11
01-20-11	01-25-11 (college committee) 02-01-11 (college dean)	02-10-11 (graduate dean)	Proposals for Summer Stipends 2011
02-01-10	02-10-11	02-15-11 (graduate dean)	Sabbatical leave applications for spring 2012
		TBA (UCA Foundation)	Faculty Grant applications for UCA Foundation funds Contact Foundation Office 450-5288
02-20-11	03-01-11 (college committee) 03-10-11 (college dean)	03-20-11 (graduate dean)	Faculty research proposals from University Research Council Contact Elaine McNiece for further information.
02-20-11	03-01-11	03-15-11 (provost)	Faculty activity schedules for spring 2011
		03-16-11 (registrar)	Mid-term grades due by noon to registrar
<b>03-19-11 through 03-27-11</b>			<b>Spring Break</b>
<b>04-01-11</b>			<b>Textbook orders for summer and fall 2011 must be submitted to the bookstore by this date</b>
<b>04-29-11</b>			<b>Study Day</b>
<b>05-07-11</b>			<b>Commencement</b>
		05-10-11 (registrar)	Final grades due by noon to registrar
	06-15-11	07-01-11 (provost)	Annual reports for 2010-11