

**Calendar of Dates for Submissions to Provost's Office**  
**and for *Other Academic Activities***  
**July 1, 2009 – June 30, 2010**

Submissions are due on the indicated date or on the last working day before that date. Individuals or offices from whom a report is due are asked to respond (i.e., even if it is Nothing To Report).

- August 1                      Calendar additions and major events due from deans to provost. See Academic Policy 1200.10. [The Office of Special Events will continue to handle typical calendar events and schedules of campus-wide events, and such information should be sent directly to that office at [thiginbo@uark.edu](mailto:thiginbo@uark.edu).]
- Faculty Hiring Plan due from deans to provost. See Academic Policy 1405.16. (Under Revision)
- List of new faculty appointments, resignations, retirements, and terminations due from deans to provost. See Academic Policy 1405.16. Use form 1405.16E.
- List of chairs, professorships, distinguished professorships and lectureships and faculty awards given by the college/school due from deans to provost for updating on the Web. See Academic Policy 1440.15.
- The program/department review process should be initiated by departments and programs scheduled for review during the current year. See Academic Policy 1620.10.
- August 15                      Annual Reports from deans, vice chancellors, and directors due to provost. See Academic Policy 1440.15.
- Deans remind chairpersons to notify or remind all faculty members of policies and reporting forms related to Financial Benefit to Instructor from Student Materials (Academic Policy Series 1550.30); Outside Employment, Prior Approval of Outside Employment, Disclosure of Potential Conflict of Interest and Commitment (see Academic Policy 1450.10, which summarizes policy and provides web addresses to policy statements and report forms; and 1450.10A, the form for use by deans for the annual summary report).*
- Last Week of Summer II Classes*                      *Teacher and Course Evaluation materials for all sessions delivered to deans' offices in schools and colleges.*
- Early in Fall Semester*                      *Teacher and Course Evaluation materials delivered to deans' offices Classes from Printing Services and Computing Services. See Academic Policy 1405.15.*

- 12<sup>th</sup> Week of Semester* *Teacher and Course Evaluation materials delivered to deans' offices from Printing Services and Computing Services. See Academic Policy 1405.15.*
- September 1 Supplemental list (if any) of new faculty appointments due from deans to provost. See Academic Policy 1405.16 and 1405.16E (form).
- September 15 Report on Outside Employment of Faculty and Administrative Staff Members for Compensation due from deans to provost. See policies listed under August 15 (immediately above) for additional information. Use the form in 1450.10A.
- Office of the Registrar prepares a list of courses appearing in the Catalog of Studies that have not been offered for five years, by college and department, and distributes the list for review to departments, schools, colleges, and provost's office. See Academic Policy 1622.11.*
- October 1 Distance Education report for previous academic year and summer due to provost from the dean of the School of Continuing Education and Academic Outreach. See Policy 1650.10.
- November 1 Off-Campus Duty Assignment reports from recipients due to provost from deans for OCDA taken in previous spring or academic or fiscal year. See Academic Policy 1435.40.
- November 15 List of facilities management responsibilities for Saturday of final examinations due from deans to provost. See Academic Policy 1710.10.
- Off-Campus Duty Assignment Proposals due from deans to provost. See Academic Policy Series 1435.40.
- December 15 Deadline for submission to provost and director of program review and assessment coordinator of Memorandum of Understanding from each review in previous academic year. See Academic Policy Series 1620.10.
- Early in Spring Semester* *Teacher and Course Evaluation materials delivered to deans' offices Classes from Printing Services and Computing Services. See Academic Policy 1405.15.*
- 12<sup>th</sup> Week of Semester* *Teacher and Course Evaluation materials delivered to deans' offices from Printing Services and Computing Services. See Academic Policy 1405.15.*
- January 15 Annual Report on Income from Public Agencies due from deans and directors to provost (for all employees with such income. See Universitywide Administrative Memorandum 440.10 and Academic Policies 1440.10 and 1440.10A for full information and the form for reporting.

	<p>Annual Report of Corporate Positions Held due from deans to provost. See Board Policy 215.1, Universitywide Administrative Memorandum 280.1, and Academic Policies 1440.11 and 1440.11A for information and the form for reporting.</p> <p>Department/Program Review Schedule updates and revisions due from deans to the provost. See Academic Policy 1620.11</p>
February 1	Supplemental list of new faculty appointments due from deans to provost. See Academic Policy 1405.16. Use form 1405.16E
February 15	<p>List due from deans to provost of faculty awarded tenure since previous cycle of tenure approvals. See Academic Policy 1405.11.</p> <p>List of numbers of faculty given negative recommendations for promotion, tenure, or appointment to university or distinguished professor due from deans to provost. See Academic Policy 1405.11.</p> <p>Presidential Scholar nominations due from deans to provost. See Academic Policy 1540.10.</p>
February 28	Nominations for Alumni Association and Baum Faculty Awards due from deans to provost. See Academic Policy 1405.17
March 1	Off-Campus Duty Assignment reports due to provost for OCDAs taken in previous fall or calendar year. See Academic Policy 1435.40.
March 15	<p>Administrators' evaluative reviews due to provost. See Academic Policy 1407.10.</p> <p>Requests to change fees for following year due to provost from deans.</p>
April 1	Listing of facilities management responsibilities for Saturday of final examinations due to provost from deans. See Academic Policy 1710.10.
April 15	Summer I Faculty Workload Forms due for approval to vice provost for academic affairs from deans. See Academic Policy 1405.18 and 1405.18A.
By Agenda Deadline for Budget Meeting of Board of Trustees	Requests to exceed line-item maximum due from deans to provost. See Academic Policy 1435.60.
May 1	Summer II Faculty Workload Forms due for approval to vice provost for academic affairs from deans. See Academic Policies 1405.18 and 18A.
June 1	Report on annual review of faculty performance due from deans to vice provost for academic affairs for ADHE institutional report. See Academic Policy 1405.14.

**Academic Policy Series****1200.00**

*Last Week of Summer I Classes*      *Teacher and Course Evaluation materials for all sessions delivered to deans' offices in schools and colleges.*

June 30  
(in odd numbered years)      Documenting Student Achievement report due from deans through the Director of Program Review and Assessment to the provost. See Academic Policy 1630.10.

*June 30*      *See below for required reports from Administration Boards, Councils, and Committees. (Information is maintained at this web site: <http://www.uark.edu/admin/vcacsey/vcaa/governance.html>)*

- *Annual committee reports due to provost from chairs, with copy to appropriate vice chancellor, provost, or chancellor.*
- *Membership lists (with chair identified) due to provost from appointing vice chancellors and chancellor.*
- *Annual committee reports due to provost from standing Faculty Senate and Campus Council committees. See web site statement on such committees.*

NOTE: Items in italics are Other Academic Activities

11/5/09