

## FULBRIGHT COLLEGE WORKING SCHEDULE, 2009/10

Some of these are tentative dates and subject to change. The majority of the Fall dates pertinent to students are from the following site: <http://www.uark.edu/registrar/classes/FallCalendar.html>. Spring dates are from the online 2009/10 Catalog of Studies: <http://catalogofstudies.uark.edu/>

<b>AUGUST 2009</b>	4	Chairs Meeting, 4:00 p.m., Old Main 523
	17	First day of Fall faculty appointments
	19-28	Open Registration for Fall 2009
	20	<b>College workshop for new faculty members, 3:30-5:00 p.m., Old Main 523</b>
	23	<b>University Convocation, 4:00 p.m., Barnhill Arena</b>
	23	Last date to receive 100% cancellation of fees for an Official Withdrawal for Fall 2009
	24	Classes begin
	24 – Sept. 3	Receive 90% cancellation of fees for Official Withdrawal from all classes; charged \$45.00 withdrawal fee
	26	Last day to add a first 8-week class and last day for 100% refund for dropping first 8-week class
	27	Standing Committee Luncheon, 12:00 – 1:30 p.m., Old Main 523
	28	Last day for students to register, add a course, change from audit to credit, drop first 8-week course without a “W”
	28	Last day to receive a 100% cancellation of fees for dropping a full term class while continuing to be enrolled. No fee adjustment for dropping an individual class after this date.
	28	Last day to have Fall 2009 college-based fees adjusted by changing colleges
	28	Deadline for Fall 2009 fee payment; applications for residency reclassification for Fall 2009
<b>SEPTEMBER</b>	1	Deadline for Delivery of Personnel Documents. Last day for the chairperson to inform in writing each faculty member who is to be considered for promotion and/or tenure that he or she will be considered.
	1	Chairs Meeting, 3:30 p.m., Old Main 523
	3	Faculty Convocation, 3:30 p.m., Giffels Auditorium
	7	Labor Day Holiday
	4-14	Receive 80% cancellation of fees for Officially Withdrawing from all classes; charged \$45.00 withdrawal fee. No tuition or fee adjustment for dropping an individual class.
	4	Last day to drop a full semester class without a mark of “W” or change from credit to audit
	8	<b>Deadline for Spring 2010 Department Schedule of Classes to be updated and specific room requests to be submitted to the Dean’s Office</b>
	9	Deadline for student on-line registration for the Advanced Composition Exemption Examination (scheduled for September 23 <sup>rd</sup> )
	11	Requests for funds from the College Faculty Travel Fund due in Dean’s Office

- 15 Last working day for any faculty member to request, in writing to the Chair, to be nominated for promotion and/or tenure
- 15 **Program and course proposals due to Academic Programs Committee**
- 15-25 Receive 70% cancellation of fees for Officially Withdrawing from all classes, charged \$45.00 withdrawal fee. No tuition or fee adjustment for dropping an individual class.
- 17 Constitution Day
- 19 Honors Convocation
- 23 Advanced Composition Exemption Exam, 6:00 p.m.
- 25 Last day to drop a first 8-week class with a mark of “W” (no fee adjustment)
- 28 Application deadline for students who plan to graduate at the end of Fall 2009

## OCTOBER

- 1 Recruitment, Advising & Retention Report: summarization of any significant recruitment activity, advising and retention efforts for the 2008-2009 academic year (and any noted results, and any financial expenses allocated for these efforts) if not already specified in the department’s annual report.
- 6 Chairs Meeting, 3:30 p.m., Old Main 523
- 13 1<sup>st</sup> 8-week classes end
- 14 Early Progress grade reports for 1000 and 2000 level classes e-mailed to student’s University e-mail account
- 14 2<sup>nd</sup> 8-week classes begin
- 15 Proposals for Off-Campus Duty Assignments due in Dean’s Office
- 15 **Faculty Meeting, 3:30 p.m., Giffels Auditorium**
- 16 Last day to add 2<sup>nd</sup> 8-week course; last day for 100% refund for dropping 2<sup>nd</sup> 8-week class
- 16 Fulbright College Philanthropy Luncheon
- 20 Last day to drop 2<sup>nd</sup> 8-week course without “W” (no fee adjustment)
- 26-30 Advising for Spring 2010
- 30 Last day to drop full semester course(s) with a “W” (no fee adjustment). No full semester course or courses may be dropped after Oct. 30, 2009, unless the student **officially withdraws** from all courses.
- 30 **Recommendations on faculty being considered for promotion and/or tenure due in Dean’s Office**

## NOVEMBER

- 2-13 Priority Registration for Spring 2010
- 3 Chairs Meeting, 3:30 p.m., Old Main 523
- 10 Notification of reappointment or non-reappointment of tenure-track faculty in **second year** due in Dean’s Office
- 13 Cambridge Faculty Fellowship, Graduate Assistant Dissertation (Ph.D./M.F.A.) and Summer Research Stipend (if offered) proposals due in Dean’s Office
- 13 Dean’s Office will provide VCAA with nominations for OCDA
- 17 Last day to drop 2<sup>nd</sup> 8-week course with a “W” (no fee adjustment)

20 Incomplete marks from the previous semester attended are changed to failing grades

25 Fall Break (Academic Holiday, University Administrative offices will be open)

26-27 Thanksgiving Holiday

## DECEMBER

1 Chairs Meeting, 3:30 p.m., Old Main 523

1 Cambridge Study Abroad applications due to Fulbright Honors Studies Office

1 Assessment Preparation: provide Dean's Office with stated outcomes/objectives for each degree program, and intended assessment methods to determine successfulness of these outcomes/objectives in preparation for reporting due at end of the academic year.

8 Last day of classes; last day for students to withdraw from **all** Fall 2009 semester classes (**no selective drops, no fee adjustment**)

8 Deadline to petition Academic Standards Committee for the Dec. 11<sup>th</sup> meeting

9 Dead Day

11 Meeting for the Academic Standards Committee

10-16 Final Examination period (**time and date of exams may not be changed without authorization of Dean and Vice Chancellor for Academic Affairs. Final grade rosters due 48 working day hours after exam is given**)

18 **Final grade rosters completed and submitted via the web by noon**

21 Dean's Office will provide Vice Chancellor for Academic Affairs with nominations for promotion and/or tenure

24 -Jan. 1 Holiday Break

## JANUARY 2010

5 Chairs Meeting, 3:30 p.m., Old Main 523

7-15 Open Registration and Drop/Add for currently enrolled, graduate or readmitted students

11 Classes begin

15 Last day to register, add a course, or change from audit to credit

18 Martin Luther King Day Holiday

21 Last day for Provost/Vice Chancellor for Academic Affairs to communicate to candidate and Dean their recommendations regarding promotion and/or tenure

25 Last day to drop course without "W" or change from credit to audit

tba Deadline for student on-line registration for the Advanced Composition Exemption Examination had not been set by Testing Services at the time of this writing. Click on: <http://test.uark.edu/advanced-composition> to access the schedule.

29 Names of those who wish to retire at the end of this academic or fiscal year and recommendation for each regarding emeritus status due in Dean's Office (if possible)

## FEBRUARY

1 Presidential Scholarship and Fulbright Prize nominations due to Dean's Office

1 Summer 2010 and Fall 2010 Schedule of Classes – departmental entries/updates and special room requests (smart rooms or other specific building or room requests)

1 Prestigious Fellowship Application Deadline (contact Honors Studies office)

- 3 Sturgis Study Abroad Grant Deadline
- 2 Chairs Meeting, 3:30 p.m., Old Main 523
- 5 Deadline for Spring 2010 Honors graduates to establish their thesis defense date, time and location
- 5 J. William & Elizabeth Fulbright Scholarship for study abroad application deadline
- 12 Notification of reappointment or non-reappointment of tenure-track faculty in **first year** due in Dean's Office (Board Policy 405.4)
- tba Advanced Composition Exemption Exam schedule not set at the time of this writing. Click on: <http://test.uark.edu/advanced-composition> to access the schedule.
- 15 2010 Catalog faculty list/undergraduate fields of study/university centers edits, additions
- 15 **Program and course proposals due to Academic Programs Committee**
- 19 Application deadline for students who plan to graduate May 2010
- 24 2010 Catalog departmental edits due to [ddraper@uark.edu](mailto:ddraper@uark.edu)
- 26 Faculty evaluations for merit salary increases due in Dean's Office; faculty resume updates due in Dean's Office
- 26 Deadline for faculty to order academic regalia for Commencement

## MARCH

- 2 Chairs Meeting, 3:30 p.m., Old Main 523
- 5 Nominations for College Master Teacher, Master Researcher, Outstanding Advisor, and Yowell Award for Outstanding Teaching by a Graduate Student due in Dean's Office
- 12 Fulbright College General Scholarship application deadline for students
- 15-19 2010 Catalog -- final review of departmental copy
- 19 Final review/edits for 2010 Catalog -- departmental copy due to [ddraper@uark.edu](mailto:ddraper@uark.edu)
- 19 Last day to drop spring semester class
- 22-26 Spring Break Week
- 29 – April 2 Advising

## APRIL

- 5-16 Priority Registration for Fall 2010
- 6 Chairs Meeting, 3:30 p.m., Old Main 523
- 8 **Faculty Meeting, 3:30 p.m., Giffels Auditorium**
- 12-16 Academic Festival Week
- 21 Deadline for completing the oral defense for Spring 2010 Honors graduation
- 29 Last day of classes; last day to officially withdraw from all classes
- 30 Dead Day
- 30 Notification of reappointment or non-reappointment of tenure-track faculty in **second through fifth year** due in Dean's Office

<b>MAY</b>	1-7	Final exams
	4	Chairs Meeting, 3:30 p.m., Old Main 523
	7	Fulbright College Honors Graduation Ceremony, 2:30 – 5:00, ARKU Ballroom
	8	Commencement 12:30 p.m., Bud Walton Arena
	9	Last day of academic year faculty appointments
	11	<b>Final grade rosters completed and submitted via the web by noon</b>
	14	Third Year Reviews due in Dean's Office
	17	Classes begin (Summer Sessions I and III)
	tba	Deadline for student registration for the Advanced Composition Exemption Examination schedule not set at the time of this writing. Click on: <a href="http://test.uark.edu/advanced-composition">http://test.uark.edu/advanced-composition</a> to access the schedule.
	31	Memorial Day Holiday
	<b>JUNE</b>	1
1		Chairs Meeting, 3:30 p.m., Old Main 523
tba		Advanced Composition Exemption Exam schedule not set at the time of this writing. Click on: <a href="http://test.uark.edu/advanced-composition">http://test.uark.edu/advanced-composition</a> to access the schedule.
15		Academic Policy Series 1630 report (Assessment of Student Academic Achievement and Degree program Outcomes) due to Dean's Office
25		Last day of classes (Summer Session I)
28		Classes begin (Summer Session II)
28		Deadline for completing the oral defense for Summer 2010 Honors graduation
30		Last working day for notice of non-reappointment to 12-month faculty who are entitled to 12 months notice before the end of a terminal contract
30		<b>Final grade rosters for Summer Session I must be completed and submitted via the web by noon</b>
tba		Deadline for student registration for the Advanced Composition Exemption Examination schedule not set at the time of this writing. Click on: <a href="http://test.uark.edu/advanced-composition">http://test.uark.edu/advanced-composition</a> to access the schedule.
<b>JULY</b>		2
	5	Independence Day Holiday
	6	Classes begin (Summer Session VI)
	6	<b>Final grade rosters for Summer Session V must be completed and submitted via the web by noon</b>
	6	Chairs Meeting, 3:30 p.m., Old Main 523
	tba	Advanced Composition Exemption Exam schedule not set at the time of this writing. Click on: <a href="http://test.uark.edu/advanced-composition">http://test.uark.edu/advanced-composition</a> to access the schedule.
	15	Departmental Annual Reports due in Dean's Office

**AUGUST**

- 31 New faculty (on fiscal year appointment) advised in writing by chair of the criteria, procedures, and instruments that are to be used in assessing his or her work for academic year 2010-11
- 3 Chairs Meeting, 3:30 p.m., Old Main 523
- 6 Last day of classes (Summer Sessions II, III, IV and VI)
- 10 **Final grade rosters for Summer Session II and VI must be completed and submitted via the web by noon**