



College of Health Professions

for your information - news for faculty and staff

For Your Information – June 19, 2014

Emails – By July 1, archive ‘em or lose ‘em – If you haven’t heard already, UAMS has implemented a new policy about emails. The policy, which takes effect on July 1, is intended to improve efficiency by getting rid of outdated emails. Previously, old emails would remain in the system for an indefinite period of time, cluttering up servers.

Under the new policy, emails older than 180 days old will be automatically deleted from the system. But emails that have been manually archived won’t be deleted.

So, if you want to save emails for future reference or for permanent files, you will need to manually archive them. Don’t know how to do that? Instructions are available on the UAMS Intranet by clicking [here](#). Also, for a copy of the policy, [click here](#).

Dean’s Society will fund up to \$20,000 for projects –

The College of Health Professions Dean’s Society invites applications from faculty, staff, or students for funded projects in research, education enhancement, and service-learning for the 2014-2014 academic year. Individual projects may be funded for up to \$5000.

Up to \$2500 of the Dean’s Society grant may be used for personnel: (a) to hire students to work on the project or to (b) hire adjunct faculty, teaching assistants, or temporary employees to cover routine responsibilities while the employee is working on the Dean’s Society project.

Dean’s Society projects should be inter-professional in nature. The grant selection committee prefers applications with team members from different departments, colleges, and institutions, and from outside agencies or the community.

For more information about the Dean’s Society grants and to download applications, [click here](#). Applications are due **July 15**. Selections will be announced by August 1.

The College of Health Professions’ Dean’s Society is a group of generous donors who wish to encourage innovation, creativity, and inter-professional research, education, and service-learning. Many of the college’s faculty and staff are members of the Dean’s Society.

Timely Matters

June 28 – First day of the holy month Ramadan (Islam); ends July 28. Want to know more? [Click here](#)

July 8 – Last day for students to withdraw from summer classes with grade of W (Note the change from June 10 FYI)

July 1 – Call for nominations for college committees; nominations due July 15

July 1 – Faculty credentials for promotion and tenure due to department chair’s office

July 4 – Independence Day Holiday; no classes and college offices are closed

July 15 – New/revised course syllabi due to Curriculum Committee for July review

July 15 – Dean’s Society Grant applications due to the dean’s office; for more information, [click here](#)

July 24-25 – UAMS Teaching with Technology Symposium; for more information and to register [click here](#)



is produced by the Office of the Dean of the College of Health Professions for faculty and staff members of the college. Submit FYI items to Deborah Taylor at TaylorDeborahC@uams.edu.