



# College of Health Professions

for your information - news for faculty and staff

## For Your Information – March 20, 2014

**Emails – Archive ‘em or lose ‘em** – If you haven’t heard already, UAMS has implemented a new policy about emails. The new policy is intended to improve efficiency by getting rid of outdated emails.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 new policy, [click here](#).



### **Congratulations, Sam**

**Atcherson!** – Sam Atcherson, associate professor in the Department of Audiology and Speech Pathology has done it again – selected for another award, that is. Department chair **Tom Guyette** informs us that Sam has won the UALR College of Professional Studies Faculty Excellence Award in Research for 2014.

Every year, each college at UALR has a competition for their best researcher. It starts in the fall when each department nominates a faculty member and prepares a packet documenting the nominee’s research accomplishments. Letters from colleagues across the nation are solicited to verify the candidate’s research abilities and impact. The packet and the nomination letter are submitted to a college committee that makes the selection.

Now that Sam has won the award for his college, the next step is the university-wide competition. At this level, the university sends the packets of the college winners to an external agency which reviews and selects the university winners. The winners will be honored at an awards ceremony in April. Winners at the college level receive a \$1000 cash award, and winners at the university level receive a \$5000 award.

### **Timely Matters**

**March 24-28 (Monday-Friday)** – College of Health Professions Spring Break – no classes

**March 26 (Wednesday)** – Deadline for submitting abstracts for 2014 Student Research Day

**May 2 (Friday)** – Last day to withdraw from classes

**May 9 (Friday)** – Grades due in the Registrar’s office for graduating students

**May 12-16 (Monday-Friday)** – Final examinations

**May 15 (Thursday)** – College of Health Professions Hooding Ceremony for master’s and doctoral candidates, 6:00 pm, Stella Boyle Smith Recital Hall, UALR

**May 16 (Friday)** – Grades due in the Registrar’s office for all students not graduating in May; Last day to remove grade of “I” earned in fall 2013; Last day to submit outstanding documents for May graduation; End of spring semester

**May 17 (Saturday)** – Commencement, Verizon Arena, 3:00 pm; faculty expected to attend



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](mailto:TaylorDeborahC@uams.edu).