


2026-2027 Academic Advancement Review Cycle

Submissions and Reviews Timeline

<u>Relevant to:</u>	<u>Action</u>	<u>Date</u>
AHR & Supervisors	Academic Human Resources (AHR) sends to Supervisors, eligibility list for their Academics they supervise for upcoming actions (<i>merit/promotion/annual evaluation/goals</i>).	July 7, 2026
	Supervisors confirm actions requested by Academics under their supervision and submit intended actions to AHR.	July 28, 2026
	AHR unit assigns actions (cases) and the system is open to begin upload of documents.	August 11, 2026
⊗Supervisors & Academics	Project Board Annual Reporting Training	9/24 (10am-12pm)
	Program Development and Evaluation Capacity Building https://ucanr.edu/sites/CEprogramevaluation/Trainings/	Series
	➤Defining Clientele & Civil Rights Compliance Planning	8/4 (10am-12pm)
	➤Improving All Reasonable Effort and Engagement with New Audiences	8/11 (10am-12pm)
	➤Conducting a Needs Assessment	8/18 (10am-12pm)
	➤Using Delphi Method for Needs Assessment	8/25 (10am-12pm)
	➤Brown Bag: Navigating Institutional Review Board (IRB)	8/27 (12pm-1pm)
	➤Practical Methods to Measuring Outcomes	9/1 (10am-12pm)
	➤Best Practices for Writing Strong Evaluation Plans for Grant Proposals	9/8 (10am-12pm)
	➤Best Practices for Using Observation as a Method	9/15 (10am-12pm)
	➤GIS Methods for Needs Assessment & Outcome Evaluation	9/22 (10am-12pm)
	➤Best Practices in Developing and Running Focus Groups	9/29 (10am-12pm)
	➤Best Practices for Developing Surveys & Basics of Sampling Methods	10/8 (10am-12pm)
	➤Using Ripple Effects Mapping (REM) Method in Program Evaluation	10/13 (10am-12pm)
➤Methods to Analyze Surveys: Continuous Quantitative Data (Analyzing and Presenting Pre-Post Evaluation Survey Data)	10/20 (10am-12pm)	
➤Methods to Analyze Surveys: Qualitative Data	10/22 (10am-12pm)	
➤Writing Strong Impact Statements	10/27 (10am-12pm)	
❖All: Goal Discussions	Supervisors meet with Academics to review previous goals and refine future goals (as needed) for the next period.	July-September 2026
❖ALL	!!! Academics can amend their intended actions up to this date,...	October 27, 2026
ALL (or as agreed with direct supervisor)	Academics submit PR drafts to supervisors for preview/comments (<i>strongly suggest having your PR review by other colleagues as well</i>)	November 2, 2026
⊗Supervisors &	Academic Advancement Trainings (<i>hosted by Academic Assembly Personnel Committee</i>)	
	Training for Brand New Academics	9/24 (2pm-3pm)
	Training for first-time PR writers	10/8 (2pm-3pm)

Academics	Merit Training for Academic Coordinator	10/22 (2pm-3pm)
	Training training on categorizing activities in tables for PR dossiers	10/29 (2pm-3pm)
	Advancement Cycle Q&A Session 1 & 2	S1, 11/12 (2pm-3pm) S2, 11/19 (9am-10am)
 ALL	DEADLINE to: *Submit PR dossiers & Annual Evaluations. *Update Project Board for ANR organizational reporting and civil rights compliance (themes, projects, activities, clientele contacts, and all reasonable effort). *Update ANR Profile Bibliography for ANR organizational reporting (bibliography retrievals can be used for Program Review/Annual Evaluation).	<u>December 7, 2026</u>
All Supervisors	Online system opens for Supervisors to review PR dossiers and write reports . Review window opens for all PR dossiers and Annual Evaluations. Online system opens for Ad Hoc and PRC members for all cases.	December 8, 2026
1st / 2nd Supervisors	Additional/read-only Supervisors are expected to provide feedback and inputs to the Primary Supervisors for evaluations of academic advancement actions.	by Fri, 01/15/2027
All Supervisors	DEADLINE for all Supervisors to upload review of PR's (merit, promotions, indefinite review actions <u>only</u>) .	January 25, 2027
Confidential Letter Writers	Process for Obtaining Confidential Evaluation Letters	
	Academics send Writer Nominations via Qualtrics by October 27, 2026 VP Sends Solicitations to Writers by week of November 16, 2026 AHR sends PR packets to writers December 8, 2026	Letter Writers submit Confidential Letters by,...
Ad Hoc Committees	Ad Hoc Committee Reports <u>DUE</u> .	February 8, 2027
PRC	Peer Review Committee <i>Preliminary</i> meeting.	February 4, 2027
PRC	Peer Review Committee convening.	March 1-5, 2027
*All Supervisors	DEADLINE for immediate Supervisor to upload their review of annual evaluations & AE goals ; <i>Supervisors are encouraged to meet with all Academics before reviews are uploaded.</i>	March 5, 2027
PRC	Peer Review Committee final analysis completes.	March 16, 2027
*Academics who prepared an AE	Upload the Assent/Dissent document (this acknowledges response to supervisor comments).	March 16, 2027
PRC	Peer Review Committee reports available to AVP.	April 1, 2027
All Advancement Actions	Associate Vice President makes final decisions on all actions.	Mid-May 2027
AHR	AHR unit emails AVP decision letters to Academics and Supervisors.	End of May 2027
AHR All who submitted an action	AHR unit will reopen Project Board for viewing of all comments from Supervisors, Ad Hoc, PRC and AVP (after decision letters are emailed to Academics).	End of May 2027

Legend of Acronyms:

AE (annual evaluation)
 AVP (associate vice president)
 AHR (academic human resources)

PR (program review)
 PRC (peer review committee)

color-coded ID	PR related	*AE/Goals related	🎓 Training related	❖ General
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