

**2018-2019 Scheduled Trainings/Important Dates:
Including Merit/Promotion/AE**

Date	Action	Program
August 13 & 14 Chris Greer, AAC PC	Annual Evaluation Training - Zoom August 13 1:30 pm - 3:00 pm August 14 9:00 am -10:30 am	AE
September 7 & 14 Chris Greer, Katherine Webb- Martinez	Needs Assessment Training Sept 7 : ANR Davis, San Joaquin Valley Conference Room, 10:00am – 3:00pm Sept 14: Kearney Ag Research & Extension Center, 10:00am – 3:00pm	AE, PR
September 30	Online system open for PR's and AE's	
October 8 & 9 Chris Greer, AAC PC	PR Training for Merits and Promotions – Zoom October 8 1:00-2:30pm October 9 9:00-10:30am	PR
October 15 Chris Greer, Katherine Webb- Martinez	Measuring Outcomes Training UCCE San Diego, 10:00am – 3:00pm	PR
October 16 Chris Greer, Katherine Webb- Martinez	Impact Writing Workshop UCCE San Diego, 10:00am – 3:00pm	PR
October 17 Chris Greer	Supervisor Training: Developing Performance Goals — Zoom, 9:00am - 11:00pm	PR, AE
October 25 Chris Greer, Katherine Webb- Martinez	Measuring Outcomes Training ANR Davis, San Joaquin Valley Conference Room, 10:00am – 3:00 pm	PR
October 26 Chris Greer, Katherine Webb- Martinez	Impact Writing Workshop ANR Davis, San Joaquin Valley Conference Room, 10:00am – 3:00pm	PR
October TBD	UC ANR Programmatic Orientation for Early Career ANR Academics	PR, AE (ALL)
October 29 Chris Greer, AAC PC	PR Training (Promotion to Step VI) Webinar Zoom, 9:00am to 10:30am	PR

Date	Action	Program
November 5 Chris Greer, AAC PC	PR Training (Upper Level Merit) Step VII+ Webinar Zoom, 1:00pm – 2:30pm	PR
November 7 David White	Civil Rights Compliance/CASA Training Webinar Zoom, 1:00pm – 2:00pm	PR
November TBD	Administrative Orientation for New Employees UC ANR – Davis	
November 8 Kit Alviz	Bibliography Project/Endnote Training Webinar & Retrieval – Zoom, 2:00pm – 3:30pm	PR, AE
December 14	Deadline to update ANR Profile bibliography for federal reporting. Bibliography retrievals can be used for PR/AE.	
January 18	Names for Confidential Letters of Evaluation due from candidate. AHR notifies supervisors to seek confidential letters of evaluation by sending the requests out via the online system.	PR
January 21 Chris Greer	PRC Committee Training Webinar, time TBD	PR
February 1	Deadline to submit PR's & AE's, Civil Rights Compliance, and annual ANR Organizational reporting	PR, AE
February 2	Online system open for Ad Hoc Committee's to review PR's and write reports, PRC access to all cases and for Supervisors to review all action and submit comments.	PR
March 8	Confidential Letters of Evaluation due into online system by requested reviewers.	PR
March 22	DEADLINE for immediate supervisor to upload review of PR's, merits (including AE Goals) and all AEs; prepare comments,	PR, AE

recommendations; Supervisors are encouraged to meet with all academics **before** reviews are uploaded.

March 31	Ad Hoc Committee Reports due	PR
Mid June – Late June	AVP makes final decisions on all actions Academic HR office emails decision letters from AVP to academics and supervisors Online system re-opened after results letters have been sent, for all academics who submitted an Annual Evaluation, Merit or Promotion.	ALL

PR = Program Review: Merit, Promotion, Acceleration, and Term Review

AE = Annual Evaluation

PRC = Peer Review Committee: Standing group of Peer(s) appointed by AVP to prepare recommendation(s) regarding salary decision(s)