**2020-2021 Important Deadline Dates**

**For Merit/Promotion/AE**

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| Academic Advancement Submissions and Reviews | | | |
| Relevant to: | **Action** | **Date** |
| AHR & Supervisors | AHR sends to Supervisors, eligibility list for their academics they supervise for upcoming actions (merit/promotion/AE/goals)  Supervisors notify/confirm AHR of actions and any requested by academics under their supervision  Project Board open for all academics to begin upload of documents | **July 20, 2020**  **August 10, 2020**  **September 1, 2020** |
| All: Goal Discussions | Supervisors meet with academics to review previous goals and refine future goals (as needed) for the next period | **September 2020** |
| All | Deadline to update ANR Profile bibliography for federal reporting. Bibliography retrievals can be used for PR/AE. | **February 1, 2021** |
| All | Deadline to submit PR’s & AE’s, Civil Rights Compliance, and annual ANR Organizational reporting | **February 1, 2021** |
| All Supervisors | Online system open for supervisors to review PR’s and write reports. Review open for all PR’s and AE’s | **February 2, 2021** |
| Confidential Letter Writers | Confidential Letters of Evaluation due | **March 12, 2021** |
| All Supervisors | DEADLINE for **all** **supervisors** to upload  reviewof PR’s (**merit, promotions, indefinite review actions only)** | **March 19, 2021** |
| Ad Hoc committees  PRC | Ad Hoc Committee Access to PR’s  PRC will have access to all cases that do not require an ad hoc review | **March 22, 2021** |
| Relevant to: | **Action** | **Date** |

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| Ad Hoc Committees | Ad Hoc Committee Reports due | April 1, 2021 |
| PRC | PRC will have access to cases that required an ad hoc report | **April 2, 2021** |
| All Supervisors | DEADLINE for immediate supervisor to upload their review of annual evaluations and AE goals; supervisors are encouraged to meet with all academics before reviews are uploaded | **April 16, 2021** |
| Academics who prepared an AE | Upload the Assent/Dissent document (this acknowledges response to supervisor comments) | **May 14, 2021** |
| All who submitted an action | Associate Vice President makes final decisions on all actions | **Early June 2021** |
| AHR | Academic HR unit emails AVP decision letters to academics and supervisors | **Mid June 2021** |
| AHR  All who submitted an action | Academic HR unit will reopen Project Board for viewing of all comments from supervisors, ad hoc, PRC and AVP (after decision letters are emailed to academics) | **Mid June 2021** |

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| Skills Development Trainings Dates 2020 | | |
| Relevant to: | **Action** | Date |
| All | Conducting A Needs Assessment  *10 am – 12 pm* | **October 6**  Katherine Webb-Martinez; Vikram Koundinya |
| All | Defining Clientele & Affirmative Action Planning  *10 am – 12 pm* | **October 13**  Kit Alviz; David White |
| All | Practical Methods to Measuring Outcomes  *10 am – 12 pm* | **October 20**  Katherine Webb-Martinez; Vikram Koundinya |
| All | Best Practices for Developing Surveys and Basics of Sampling Methods  *10 am – 12 pm* | **October 27**  Vikram Koundinya; Roshan Nayak; Kit Alviz |
| All | Methods to Analyze Surveys: Part 1  Continuous Quantitative Data  *10 am – 12 pm* | **November 3** Vikram Koundinya; Roshan Nayak; Kit Alviz |
| All | Project Board and Civil Rights Compliance Training  *10 am – 12 pm* | **November 5**  Kit Alviz; David White |
| All | Methods to Analyze Surveys: Part 2  Discrete Quantitative Data  *10 am – 12 pm* | **November 10**  Roshan Nayak; Vikram Koundinya; Kit Alviz |
| All | Methods to Analyze Surveys: Part 3  Continuous Quantitative Data  *10 am – 12 pm* | **November 17**  Kit Alviz;Vikram Koundinya; |
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| Skills Development Trainings Dates 2020 | | |
| Relevant to: | **Action** | Date |
| All | Writing Strong Impact Statements  *10 am – 12 pm* | **November 24**  Katherine Webb-Martinez; Vikram Koundinya |