

2023-2024 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 17, 2023
	Supervisors confirm actions requested by Academics under their supervision and submit intended actions to AHR.	August 7, 2023
	AHR unit assigns actions (cases) and the system is open to begin upload of documents.	August 28, 2023
Supervisors & Academics	Project Board Annual Reporting Training	Sept 14, 10am-noon
	Program Development and Evaluation Capacity Building:	
	➤ Defining Clientele & Affirmative Action Planning	Aug 8, 10am
	➤ Improving All Reasonable Effort and Engagement with Diverse Audiences	Aug 15, 10am
	➤ Conducting a Needs Assessment	Aug 22, 10am
	➤ Practical Methods to Measuring Outcomes	Aug 29, 10am
	➤ Using Kipple Effects Mapping (KEM) Method in Program Evaluation	Sept 5, 10am
	➤ Best Practices for Developing Surveys & Basics of Sampling Methods	Sept 12, 10am
	➤ Methods to Analyze Surveys: Part 1 Continuous Quantitative Data (Analyzing and Presenting Pre-Post Evaluation Survey Data)	Sept 19, 10am
	➤ Methods to Analyze Surveys: Part 2 Discrete Quantitative Data	Sept 21, 10am
➤ Methods to Analyze Surveys: Part 3 Qualitative Data	Sept 26, 10am	
➤ Writing Strong Impact Statements	Oct 3, 10am	
❖ All: Goal Discussions	Supervisors meet with Academics to review previous goals and refine future goals (as needed) for the next period.	August-September 2023
❖ ALL	Academics can amend their intended actions up to this date,...	October 30, 2023
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 1, 2023
Supervisors & Academics	Academic Advancement Trainings (<i>hosted by Academic Assembly Personnel Committee</i>)	
	Training for Brand New Academics	Oct 13, 2-3:30pm
	Training for first-time PR writers	Oct 27, 10:30am-12pm
	Advancement Cycle Q&A Session 1 & 2	Nov 15, 9-10am & Dec 1, 11am-12pm
🎯 ALL	DEADLINE to: *Submit PR dossiers & Annual Evaluations. *Update Project Board for ANR organizational reporting and civil rights compliance (<i>themes, projects, activities, clientele contacts, and all reasonable effort</i>). *Update ANR Profile Bibliography for ANR organizational reporting (bibliography retrievals can be used for Program Review/Annual Evaluation).	December 8, 2023

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 11, 2023
All Supervisors	DEADLINE for all Supervisors to upload review of PR's (merit, promotions, indefinite review actions <u>only</u>) .	January 8, 2024
Confidential Letter Writers	Process for Obtaining Confidential Evaluation Letters Academics send Writer Nominations via Qualtrics by November 3, 2023 VP Sends Solicitations to Writers by week of November 17, 2023 AHR sends PR packets to writers December 11, 2023 Letter Writers submit Confidential Letters by,...	January 8, 2024
Ad Hoc Committees	Ad Hoc Committee Reports DUE .	January 17, 2024
PRC	Peer Review Committee <i>Preliminary</i> meeting.	January 24, 2024
*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>	February 2, 2024
PRC	Peer Review Committee convening.	Feb 5-9, 2024
PRC	Peer Review Committee final analysis completes.	February 22, 2024
*Academics who prepared an AE	Upload the Assent/Dissent document (this acknowledges response to supervisor comments).	March 4, 2024
PRC	Peer Review Committee reports available to AVP.	March 11, 2024
All Advancement Actions	Associate Vice President makes final decisions on all actions.	Early May 2024
AHR	AHR unit emails AVP decision letters to Academics and Supervisors.	End of May 2024
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 2024

Legend of Acronyms:

PR related	*AE/Goals related	🎓 Training related	❖ General
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- AE (annual evaluation)
- AVP (associate vice president)
- AHR (academic human resources)
- PR (program review)
- PRC (peer review committee)