

2009-2010 Schedule of Merits, Promotions, Accelerations, Annual Evaluations and Term Reviews

Date	Activity	Program*
October	Confidential letters of evaluation solicited by immediate supervisor. Ask to return letters as soon as possible, but no later than January 25, 2010	PR and M
October 5	DEADLINE for Regional Directors (RD), Program Leaders (PL), Statewide Program Directors (SPD) and Supervisors to notify Academic Personnel Office of names of eligible employees proceeding with PR including deferrals (all others are presumed to be preparing Annual Evaluations)	All
October 9	On-Line System OPEN to all Academics for PR's and AE	PR, AE
Mid October	Results of appeals from 2009 Cycle anticipated	PR
October 19	DEADLINE DANRIS-X Report and CASA FY 2009 (Oct. 1, 2008-Sept 30,2009)	
October 22	DANRIS-X Annual Evaluation retrievals (Sections A,B&C) available	
Oct & Nov	Requests for Regional Mentoring Committees forwarded to RD	PR and M
Mid November	Assembly Personnel Committee nominates persons to serve on ad hoc committees	PR
November 17	DEADLINE for on line entry of Annual Evaluations	AE and SM
November 18	On-Line System CLOSED for Annual Evaluation entry	AE
November 19 thru December 17	Annual Evaluations OPEN to immediate supervisors	
November 20	Ad hoc committees approved by Associate Vice President and appointed by Academic Personnel Director	PR
December 17	Immediate Supervisor completes Annual Evaluation Review and meets with Academic	AE
December 17	END of Annual Evaluation process if no salary action	AE
	If approved to proceed, Streamlined Merit actions now follow PR deadlines	SM
December 18	On-Line System OPEN for Streamline Merit entry	AE
December 18 - January 22, 2010	Next level Supervisor reviews Annual Evaluations	AE
January 13 or 14	TRAINING Ad Hoc Committee Chair in Davis	PR
January 22	DEADLINE for Annual Evaluation on line review by next level supervisor	AE
February 1	On-Line System CLOSED to academics submitting PR,M,SM at midnight	PR,M,SM

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February 2 thru March 1	Immediate supervisor reads PR and prepares review and recommendation	PR, M, SM
February 11- April 2	PR's OPEN to Ad Hoc Committees	PR
February -March	Ad Hoc Committees meet, complete recommendations and write reports	PR
March 1	DEADLINE for immediate supervisor Review and Recommendation	PR, M, SM
March 2 thru March 31	Regional Director/SPD reads PR and prepares review and recommendation	PR, M, SM
March 31	DEADLINE for next level supervisor review and recommendation	PR, M, SM
April 5	DEADLINE Ad Hoc Committee Reports	PR
April 6	On-Line System CLOSED to Ad Hoc Committees	PR
April 19	Ad hoc committee reports are made available to Senior Administrative Council	PR
Early May	Senior Administrative Council reviews all dossiers and makes recommendations (merits on ad hoc basis) to Associate Vice President	PR, M
By June 4	Final decisions made by the Associate Vice President	PR, SM, M
By June 11	Final decisions provided to RD/CD/SP Directors and Supervisors by Academic Personnel Office Academic Personnel Office prepares letters for employee notification	PR, M, SM
	On-Line system RE-OPENED for all academic personnel immediately after letters are issued	

Note: all deadlines are at midnight of the due date

***Key:** AE = Annual Evaluations
M = Merits (except accelerated merits, streamlined merits and upper merits)
PR = Program Review (Promotions, Term Reviews, Accelerations (inc. Merits)
SM = Streamlined Merits