UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

2024-2025 Academic Advancement Review Cycle
Submissions and Reviews Timeline

Relevant to:	Action	Date
AHR & Supervisors	Academic Human Resources (AHR) sends to Supervisors, **eligibility list** for their Academics they supervise for upcoming actions (*merit/promotion/annual evaluation/goals*).	**July 8, 2024**
	Supervisors **confirm** actions requested by Academics under their supervision and **submit** intended actions to AHR.	**July 29, 2024**
	AHR unit assigns actions (cases) and the system is open to begin upload of documents.	**August 5, 2024**
✪**Supervisors & Academics**	Project Board Annual Reporting Training	**Sept 9, 2-4pm**
	Program Development and Evaluation Capacity Building https://ucanr.edu/sites/CEprogramevaluation/Trainings/	**Series**
	➢Defining Clientele & Affirmative Action Planning	**Aug 6, 10am-noon**
	➢Improving All Reasonable Effort and Engagement with Diverse Audiences	**Aug 13, 10am-noon**
	➢Conducting a Needs Assessment	**Aug 20, 10am-noon**
	➢Using Delphi Method for Needs Assessment	**Aug 27, 10am-noon**
	➢Practical Methods to Measuring Outcomes	**Sept 3, 10am-noon**
	➢Using Ripple Effects Mapping (REM) Method in Program Evaluation	**Sept 10, 10am-noon**
	➢Best Practices for Developing Surveys & Basics of Sampling Methods	**Sept 17, 10am-noon**
	➢Navigating Institutional Review Board (IRB)	**Sept 24, 10am-noon**
	➢Methods to Analyze Surveys: Continuous Quantitative Data (Analyzing and Presenting Pre-Post Evaluation Survey Data)	**Oct 1, 10am-noon**
	➢Methods to Analyze Surveys: Qualitative Data	**Oct 8, 10am-noon**
	➢Writing Strong Impact Statements	**Oct 15, 10am-noon**
❖**All: Goal Discussions**	Supervisors meet with Academics to review previous goals and refine future goals (as needed) for the next period.	**July-September 2024**
❖**ALL**	Academics can amend their intended actions up to this date,…	**October 28, 2024**
ALL (or as agreed with direct supervisor)	Academics submit PR drafts to supervisors for preview/comments (***strongly suggest having your PR review by other colleagues as well***)	**November 4, 2024**
✪**Supervisors & Academics**	Academic Advancement Trainings *(hosted by Academic Assembly Personnel Committee)*	
	Training for Brand New Academics	**Oct 9, 10-11am**
	Training for first-time PR writers	**Oct 23, 2-3pm**
	Advancement Cycle Q&A Session 1 & 2	**S1, Nov 6, 10-11am S2, Nov 13, 2-3pm**

🎯 **ALL**	<u>DEADLINE</u> to: ***Submit PR dossiers & Annual Evaluations**. *<u>Update</u> 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).	**December 9, 2024**
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 10, 2024**
All Supervisors	<u>DEADLINE</u> for all Supervisors to **upload review of PR's** (*merit, promotions, indefinite review actions <u>only</u>*).	**January 27, 2025**
Confidential Letter Writers	Process for Obtaining Confidential Evaluation Letters Academics send Writer Nominations via Qualtrics by October 28, 2024 VP Sends Solicitations to Writers by week of November 18, 2024 AHR sends PR packets to writers December 10, 2024 **Letter Writers submit Confidential Letters by,…**	**January 27, 2025**
Ad Hoc Committees	Ad Hoc Committee Reports <u>DUE</u>.	**February 10, 2025**
PRC	Peer Review Committee *Preliminary* meeting.	**February 14, 2025**
PRC	Peer Review Committee convening.	**March 3-7, 2025**
❋**All Supervisors**	<u>DEADLINE</u> **for immediate Supervisor** to upload their review of **annual evaluations & AE goals**; *Supervisors are encouraged to meet with all Academics before reviews are uploaded* .	**March 7, 2025**
PRC	Peer Review Committee final analysis completes.	**March 17, 2025**
❋**Academics who prepared an AE**	Upload the Assent/Dissent document (this acknowledges response to supervisor comments).	**March 17, 2025**
PRC	Peer Review Committee reports available to AVP.	**April 3, 2025**
All Advancement Actions	Associate Vice President makes final decisions on all actions.	**Mid-May 2025**
AHR	AHR unit emails AVP decision letters to Academics and Supervisors.	**End of May 2025**
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 2025**

<u>Legend of Acronyms:</u>

PR related	❋AE/Goals related	✪Training related	❖General

AE (annual evaluation)

AVP (associate vice president)

AHR (academic human resources)

PR (program review)

PRC (peer review committee)