

**ANNUAL REPORT
 FLOWCHART
 July 1 2018 – June 30, 2019**

**Annual Report Session (forms/FAR) Begins (sent to staff)
 April 18, 2019**

Faculty Deadline:
 FAR Closes (for report writers) for Department Chair Review
September 30, 2019

Recommended Increment of 1.00 or more
 December 18, 2019
 Dept Review and Recommendation
 Deadline / FAR closes to Dept's
 January 3, 2019

Department Chair notifies FEC Chair (Dean's office) of any <1.00 increments no later than
December 18, 2019
 Dept Chair's informs staff of right to attend FEC Meeting (via memo) no later than
January 3, 2019

Staff indicates if they will attend and makes any written submissions (at least 10 days before FEC) by
January 15, 2020

Dept Chair responds to submission(at least 5 days before FEC) by
January 22, 2020

FAR/ ALES FEC Review Session opens to ALES FEC
January 8

**ALES FEC Meeting (Annual Review/Increments)
 January 29 & 30, 2020**

FEC Increments of 1.00 or more approved

Dept Chair advises staff verbally of 1.0 recommendation

FEC Chair/ Dean's Office advises increment awarded prior to end of February 2019

Final Increment Decisions Reported into Provost's Office by
MARCH 10/31 (13.40)

FEC Increment awarded <1.00

Dept Chair informs FEC Chair in writing whether support their original recommendation, or whether they now support FEC's decision (within 3 days) by
February 4, 2020

FEC Chair advises staff member of decision in writing (within 5 days of meeting) by
February 6, 2020

Deadline for Staff's decision to have case reconsidered is within 5 days of receipt of above letter (latest is
February 13, 2020)

Staff member submits reconsideration package (13.71 of agreement) no later than February 20, 2019 (at least 10 days before reconsideration meeting)

Deadline for Department Chair's response to Staff reconsideration submission at least 5 days prior to reconsideration meeting – no later than
February 27, 2020

**FEC Reconsideration Meeting
 MARCH 5, 2020**

If increment remains < 1.0 – FEC Chair advises staff asap no later than
March 10

Within 20 days staff may appeal to General Appeal Committee GAC

