UNIVERSITY OF ALBERTA
FACULTY OF AGRICULTURAL, LIFE & ENVIRONMENTAL SCIENCES

ANNUAL REPORT FLOWCHART
July 1, 2020 – June 30, 2021

Annual Report Session (forms/FAR) Begins (sent to staff)
June 1, 2020

Faculty Deadline:
FAR Closes (for report writers) for Department Chair Review
September 30, 2020

Recommended Increment of 1.00 or more
December 18, 2020

Department Review and Recommendation Deadline
FAR closes to Departments
December 18, 2020

Department Chair notifies FEC Chair (Dean's Office) of any increments < 1.00 no later than
December 18, 2020

Department Chair informs staff of right to attend FEC Meeting (via memo) no later than
January 6, 2021

Staff indicates if they will attend and makes any written submissions at least 10 days before FEC Meeting by
January 13, 2021

Department Chair responds to submission at least 5 days before FEC Meeting by
January 20, 2021

FAR/ ALES FEC Review Session opens to ALES FEC
January 8, 2021

ALES FEC Meeting (Annual Review/Increments)
JANUARY 27 & 28, 2021

FEC Increments of 1.00 or more approved

Department Chair advises staff verbally of 1.0 or more increment recommendation

FEC Chair/Dean's Office advises staff of increment awarded prior to the end of
February 2021

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

FEC Increment awarded < 1.00

Department Chair informs FEC Chair in writing whether to support their original recommendation or whether they now support FEC's decision within 3 days by
February 2, 2021

FEC Chair advises staff member of decision in writing within 5 days of meeting by
February 4, 2021

Deadline for Staff's decision to have case reconsidered is within 5 days of receipt of above letter, no later than
February 11, 2021

Staff member submits reconsideration package (13.71 of agreement) at least 10 days before reconsideration meeting, no later than
February 18, 2021

Deadline for Department Chair's response to Staff reconsideration submission at least 5 days prior to reconsideration meeting, no later than
February 25, 2021

FEC Reconsideration Meeting
MARCH 4, 2021

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)