



**ALES ANNUAL REPORTING
July 1, 2022 – June 30, 2023**

Annual Report Session Begins – FAR Opens
May 3

Recommended Increment of 1.00 or more
(Second Friday of December)
December 9, 2022
Department Review and Recommendation
Deadline FAR closes to Departments
(Third Friday of December)
December 16, 2022

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

Department Chair notifies FEC Chair (Dean's Office)
of any increments < 1.00 no later than
(Third Friday of December)
December 16, 2022
Department Chair informs staff of
right to attend FEC Meeting (via memo) no later than
(Third Friday of December)
December 16, 2022

Staff indicates if they will attend and makes any written submissions
at least 10 days before FEC Meeting by
January 5, 2023

Department Chair responds to submission
at least 5 days before FEC Meeting by
January 12, 2023

FAR/ ALES FEC Review Session opens to ALES FEC
(First Saturday after Winter Closure)
January 8, 2023

**ALES FEC Meeting (Annual Review/Increments)
JANUARY 19 & 20, 2023**

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 no later than the end of
FEBRUARY

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
January 24, 2023
FEC Chair advises staff member of decision in writing within 5 days of meeting by
January 26, 2023

Deadline for Staff's decision to have case reconsidered
is within 5 days of receipt of above letter, no later than
February 2, 2023

Staff member submits reconsideration package (13.71 of agreement)
at least 10 days before reconsideration meeting, no later than
February 16, 2023

Deadline for Department Chair's response to Staff reconsideration submission
at least 5 days prior to reconsideration meeting, no later than
February 23, 2023

FEC Reconsideration Meeting
(First Thursday of March)
MARCH 2, 2023

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)

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