



ALES ANNUAL REPORTING
July 1, 2023 – June 30, 2024

Annual Report Session Begins – FAR Opens
May 1

Recommended Increment: 1.00 or more
(Last Friday before Winter Closure)
December 22, 2023

Report Writer - Submission Deadline
Last Day for Faculty Members to submit Annual Report onto FAR
September 30

Recommended increment: Less than 1.00
Department Chair notifies FEC Chair (Dean's Office) no later than
(Second Friday of December)
December 8, 2023

Chair/Leadership Report Submission Deadline
October 15

Department Chair informs staff of right to attend FEC Meeting (via memo) no later than
(Third Friday of December)
December 15, 2023

Recommendation Submission Deadline
Last Day for Department Chairs to upload Increment Recommendations onto FAR
(Last Friday before Winter Closure)
December 22, 2023

Staff indicates if they will attend and makes any written submissions at least 10 days before FEC Meeting by
January 4, 2024

FAR opens to ALES Evaluation Committee to Review
(Saturday after FAR closes)
December 23, 2023

Department Chair responds to submission at least 5 days before FEC Meeting by
January 11, 2024

FEC Increment Decision:
1.00 or more

ALES FEC Meeting (Annual Review/Increments)
JANUARY 18 & 19, 2024

FEC Increment Decision:
Less than 1.00

Department Chair advises staff verbally of 1.0 or more increment recommendation

Department Chair informs FEC Chair in writing whether to support their original recommendation, support FEC's decision, or support another position within 3 days of meeting (A6.19.2) no later than
January 24, 2024

FEC Chair/Dean's Office advises staff of increment awarded within 15 days of meeting (A6.16.7)
February 15, 2024

FEC Reconsideration Meeting
(First Thursday of March)
MARCH 7, 2024

FEC Chair advises staff member of decision and issues in writing within 5 days of meeting (A6.19.3) no later than
January 26, 2024

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

Deadline for Staff's decision to have case reconsidered is within 5 days of receipt of above letter (A6.20.1), no later than
February 2, 2024

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

Staff member submits reconsideration package (13.71 of agreement) at least 10 days before reconsideration meeting (A6.17.2 & A6.21.1), by
February 22, 2024

Within 20 days, staff may appeal to General Appeal Committee (GAC)

Deadline for Department Chair's response to Staff reconsideration submission at least 5 days prior to reconsideration meeting (A6.17.3 & A6.21.3) by
February 29, 2024