



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**

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

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

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

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, 2024**

FEC Chair advises staff member of decision in writing within 5 days of meeting by  
**January 26, 2024**

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

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

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

Staff member submits reconsideration package (13.71 of agreement) at least 10 days before reconsideration meeting, no later than  
**February 22, 2024**

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

Deadline for Department Chair's response to Staff reconsideration submission at least 5 days prior to reconsideration meeting, no later than  
**February 29, 2024**

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