

2024-

Friday, October 11, 2024 (on or before)

Supervisors shall inform each professional staff member of their recommendations and evaluations in writing on the APAS forms.

Friday, October 18, 2024 (on or before)

Supervisors shall forward all documents to the administrative officer next in line, including a copy of the APAS forms for the next appraisal period, July 1, 2024 – June 30, 2025 (September 1, 2024 – June 30, 2025 for ten (10) month employees).

Friday, November 1, 2024 (on or before)

Administrative officers shall note their recommendations in writing on the APAS forms for the current appraisal period July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees). If a recommendation for non-reappointment is made, the administrative officer must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the Core head.

Friday, November 15, 2024 (on or before)

Core heads shall note their recommendations in writing on the APAS forms for the current appraisal period July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees). If a recommendation for non-reappointment is made, the Core head must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the Office of Employee Relations.

Monday, December 16, 2024 (on or before)

The President, or designee shall notify all applicants for reappointment of the action taken by the President.

2025

Thursday, January 16, 2025 (on or before)

The appropriate Board of Trustees (BOT) Committee shall meet to discuss the nominations for 4th and 5th year