


## 2025-2026 Academic Advancement Review Cycle

### Submissions and Reviews Timeline

<u>Relevant to:</u>	<u>Action</u>	<u>Date</u>
AHR & Supervisors	Academic Human Resources (AHR) sends to Supervisors, <b>eligibility list</b> for their Academics they supervise for upcoming actions ( <i>merit/promotion/annual evaluation/goals</i> ).	July 8, 2025
	Supervisors <b>confirm</b> actions requested by Academics under their supervision and <b>submit</b> intended actions to AHR.	July 29, 2025
	AHR unit assigns actions (cases) and the system is open to begin upload of documents.	August 12, 2025
☉Supervisors & Academics	Project Board Annual Reporting Training	9/26, 1pm-3pm
	Program Development and Evaluation Capacity Building <a href="https://ucanr.edu/sites/CEprogramevaluation/Trainings/">https://ucanr.edu/sites/CEprogramevaluation/Trainings/</a>	<u>Series</u>
	➤Conducting a Needs Assessment	8/5 (10am-noon)
	➤Using Delphi Method for Needs Assessment	8/12 (10am-noon)
	➤GIS Methods for Needs Assessment	8/14 (Noon-1pm)
	➤Practical Methods to Measuring Outcomes	8/19 (10am-noon)
	➤Best Practices for Writing Strong Evaluation Plans for Grant Proposals	8/21 (noon-1pm)
	➤Navigating Institutional Review Board (IRB)	8/26 (10am-noon)
	➤Defining Clientele & Civil Rights Compliance Planning	9/2 (10am-noon)
	➤Improving All Reasonable Effort and Engagement with New Audiences	9/4 (10am-noon)
	➤Focus groups	9/9 (10am-noon)
	➤Best Practices for Developing Surveys & Basics of Sampling Methods	9/11 (10am-noon)
	➤Using Ripple Effects Mapping (REM) Method in Program Evaluation	9/16 (10am-noon)
	➤GIS Methods for Outcome Evaluation	9/18 (noon-1pm)
	➤Methods to Analyze Surveys: Continuous Quantitative Data (Analyzing and Presenting Pre-Post Evaluation Survey Data)	9/23 (10am-noon)
	➤Methods to Analyze Surveys: Qualitative Data	9/30 (10am-noon)
	➤Writing Strong Impact Statements	10/7 (10am-noon)
❖All: Goal Discussions	Supervisors meet with Academics to review previous goals and refine future goals (as needed) for the next period.	July-September 2025
❖ALL	Academics can amend their intended actions up to this date,...	October 28, 2025
ALL (or as agreed with direct supervisor)	Academics submit PR drafts to supervisors for preview/comments ( <i>strongly suggest having your PR review by other colleagues as well</i> )	November 3, 2025
☉Supervisors & Academics	Academic Advancement Trainings ( <i>hosted by Academic Assembly Personnel Committee</i> )	
	Training for Brand New Academics	10/9 (9am-10am)
	Training for first-time PR writers	10/23 (9am-10am)
	Advancement Cycle Q&A Session 1 & 2	S1, 11/6 (9am-10am) S2, 11/18 (9am-10am)

 <b>ALL</b>	<b>DEADLINE</b> to: <b>*Submit PR dossiers &amp; Annual Evaluations.</b> *Update Project Board for ANR organizational reporting and civil rights compliance ( <i>themes, projects, activities, clientele contacts, and all reasonable effort</i> ). *Update ANR Profile Bibliography for ANR organizational reporting (bibliography retrievals can be used for Program Review/Annual Evaluation).	<b><u>December 8, 2025</u></b>
<b>All Supervisors</b>	Online system opens for Supervisors to <b>review PR dossiers and write reports</b> . Review window opens for all PR dossiers and Annual Evaluations. Online system opens for Ad Hoc and PRC members for all cases.	<b>December 9, 2025</b>
<b>1st / 2nd Supervisors</b>	Additional/read-only Supervisors are expected to provide feedback and inputs to the Primary Supervisors for evaluations of academic advancement actions.	<b>by Fri, 01/16/2025</b>
<b>All Supervisors</b>	<b>DEADLINE</b> for all Supervisors to <b>upload review of PR's (<i>merit, promotions, indefinite review actions</i> <u>only</u>)</b> .	<b>January 26, 2026</b>
<b>Confidential Letter Writers</b>	Process for Obtaining Confidential Evaluation Letters Academics send Writer Nominations via Qualtrics by October 28, 2025 VP Sends Solicitations to Writers by week of November 17, 2025 AHR sends PR packets to writers December 9, 2025 <b>Letter Writers submit Confidential Letters by,...</b>	<b>January 26, 2026</b>
<b>Ad Hoc Committees</b>	Ad Hoc Committee Reports <u>DUE</u> .	<b>February 9, 2026</b>
<b>PRC</b>	Peer Review Committee <i>Preliminary</i> meeting.	<b>February 13, 2026</b>
<b>PRC</b>	Peer Review Committee convening.	<b>March 2-6, 2026</b>
<b>*All Supervisors</b>	<b>DEADLINE</b> for <b>immediate Supervisor</b> to upload their review of <b>annual evaluations &amp; AE goals</b> ; <i>Supervisors are encouraged to meet with all Academics before reviews are uploaded</i> .	<b>March 6, 2026</b>
<b>PRC</b>	Peer Review Committee final analysis completes.	<b>March 17, 2026</b>
<b>*Academics who prepared an AE</b>	Upload the Assent/Dissent document (this acknowledges response to supervisor comments).	<b>March 17, 2026</b>
<b>PRC</b>	Peer Review Committee reports available to AVP.	<b>April 2, 2026</b>
<b>All Advancement Actions</b>	Associate Vice President makes final decisions on all actions.	<b>Mid-May 2026</b>
<b>AHR</b>	AHR unit emails AVP decision letters to Academics and Supervisors.	<b>End of May 2026</b>
<b>AHR All who submitted an action</b>	AHR unit will reopen Project Board for viewing of all comments from Supervisors, Ad Hoc, PRC and AVP (after decision letters are emailed to Academics).	<b>End of May 2026</b>

Legend of Acronyms:

AE (annual evaluation)  
AVP (associate vice president)  
AHR (academic human resources)

PR (program review)  
PRC (peer review committee)

color-coded ID	PR related	*AE/Goals related	*Training related	*General
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**2024-2025**