

## 2025 Academic Performance Assessment Timeline

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DATES	PROCESS	<u>COLLECTIVE AGREEMENT ARTICLE</u>
<b>June 2 to September 1</b>	Faculty deadline to submit Academic Performance Reports (APRs) and applications for the Outstanding Achievement Award (OAA).	29.4.1
<b>June 2 to September 1</b>	<p>Deadline for Faculties to opt out* of the OAA system, and instead have the equivalent value applied to all academic staff members who are assessed through the PTR/OAA process.</p> <ul style="list-style-type: none"> <li>• This decision by the Faculty must be made before the deadline for APRs to be submitted in a given review cycle.</li> <li>• Requires a vote of 75% of all such academic staff members, plus the concurrence of the Dean.</li> </ul>	29.11.6
<b>September 8</b>	<p>Deadline for Head to notify the Dean and the academic staff member with recommendations for a PTR increase.</p> <p>Deadline for Head to notify an academic staff member that they are considering <b>not</b> recommending a PTR increase.</p>	29.5.2 29.5.3
<b>September 22</b>	Deadline for Head to provide opportunity to meet academic staff members for whom they are considering not recommending a PTR increase, for further discussion before finalizing recommendation.	29.5.3
<b>September 30</b>	Deadline for Head to notify Dean and cc academic staff member of negative recommendation for PTR.	29.5.4
<b>September 30</b>	<p>Deadline for Head to nominate academic staff members for OAA.</p> <p>Deadline for Head to send their comments for applicants that applied for OAA to the Dean.</p> <p>Deadline for Dean to forward OAA to the FAC, copying the academic staff member if the Head included comments or a recommendation.</p>	29.6.1 29.6.2 29.6.2
<b>October 3</b> or 3 workdays after negative recommendation for PTR (whichever is first)	Deadline for Dean's Office to notify Provost's Office and the Faculty Association (FA) of any recommendations from Heads to <b>not</b> award PTR increases.	29.5.5
<b>October 7</b> or 1 week prior to the FAC meeting (whichever is later)	Applicants must be informed of the members of the FAC by the Dean.	29.9.2
<b>October 10</b>	<p>Deadline for academic staff members to appeal to FAC through the Dean's office for recommendation to deny a PTR. If no appeal, Head's recommendation is final.</p> <p>Deadline for applicant nominated by Head for an OAA to submit a response to the FAC, and to submit supplementary documents in support of this recommendation.</p>	29.5.6 29.6.3
<b>October 16 to November 7</b>	<p>Faculty Assessment Committee (FAC) meets. FAC Meeting to consider:</p> <ol style="list-style-type: none"> <li>a) any appeals received related to the PTR increases; and</li> <li>b) all recommendations or applications for the OAA</li> </ol>	29.9.6

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<b>November 14</b>	Deadline to notify applicants of the FAC's recommendation regarding the PTR increase appeals as well as the decision of the Dean	29.10.5
<b>November 24</b>	Deadline for Dean to inform applicants and those nominated by the Head as to whether they will be receiving an OAA  Where the Dean has changed the recommendation of the FAC, the Dean must include such information in this letter	29.11.5
<b>December 1</b>	Deadline for academic staff members to appeal Dean's decision to withhold the PTR to the PTR Tribunal	29.10.6
<b>December 8</b>	Deadline for academic staff members to appeal the Dean's decision to overturn a positive recommendation from the FAC to the OAA Appeal Committee	29.11.5
<b>December 22</b>	Deadline to establish OAA Appeal Committees	29.14.2
<b>Feb 2, 2026</b>	PTR Tribunal must report their decision to the appellant, copied to the Dean, Provost, and Faculty Association, <b>preferably by December 21</b> , but no later than January 31	29.13.7
<b>Feb 2, 2026</b>	Deadline for OAA Appeal Committee to report decision to applicants and cc the Dean, Provost, FA	29.14.8
<b>Feb 9, 2026 or as soon as possible</b>	Provost to communicate the final decisions for PTR appeals from PTR tribunals	29.13.8