

2022-23 Academic Professional Review Guidance

AP Review Schedule for the 2022-23 evaluations and supportive guidance to stay on track and in CBA compliance.

- Using the OAA [Deadlines for Academic Personnel Actions](#), setup a calendar and tracking system so you are on schedule for your AP evaluations.
- **Third Monday of April** - AP performance reviews are due to the Provost, or other relevant Vice President, Vice Provost, or Dean of each division, school, or college.
- **Third Monday of May** - AP performance reviews are due to Human Resources
- **June 1** - [AP Assurance of Review](#) due to OAA
- **July 1** (for those employed on a 12-month basis) and **September 16** (for those employed on a 9-month basis) - Article 30, Section 7(b): For those eligible, Academic Professional Advancement increase effective dates.
 - For those Academic Professionals who are missing annual evaluations and are eligible for the 4th year increase, we will follow a process similar to last year where we ask direct supervisors and unit heads to confirm that the academic Professional's performance for the previous 4 years has been satisfactory or above.
 - If you have evaluations that were done in the past, but were not uploaded to [HR Onbase](#), please upload them so they can be added to your employee's official personnel file.
 - If you have years that you did not do an evaluation or you can not find a copy of the evaluation, do not do a performance evaluation in retro.
 - Article 17, Section 8 of the AAUP CBA is clear that the performance review year will be the preceding 12 months.
 - HR AP Performance Review Forms are due to HR on May 31 of each year.
 - Use AP Annual Evaluation form from the HR website:
 - [AAUP- Academic Professional Annual Evaluation - option 1](#)
 - [AAUP- Academic Professional Annual Evaluation - option 2](#)