**Academic Review Timeline for 2022 Files**

**Week of Feb 1st**  ORU/AP Analyst sends lists of academics scheduled for review to **MSOs**

**March 15th** **MSOs** sends confirmation list (s/s) of candidates up for review and Reviews Due list of confirmed preliminary proposed actions and/or notice of terminating files **back to ORU Analyst**

**Beg Mar 22nd ORU Analyst sends notifications and call letters to each academic that their file is scheduled for review and requests all appropriate review materials**

***April TBD*****Research Affairs Academic Workshop** *– MSO’s, Support Staff, and Academics up for Review*

**May 10th**  **MSOs** Provide ORU/AP Analyst with all “Dept” referee names for all known/projected career reviews, promotions, etc., as well as the names of your Unit’s AP Review Committee members for 2022 file reviews, or the names/grid of the (at least 3) Ad Hoc Committee members that will serve for each of your respective, individual review files.

**Beg May 24th**  **Candidates’ Academic file materials submission due to ORU/AP Analyst via Interfolio**

**Beg Jul 6th** **ORU/AP Analyst sends** completed files back to MSOs/Directors **via Interfolio** for their review, committee meetings, and department letters

**++Aug 16th**  ***MSOs Return 1st wave Research Scientist files to ORU/AP Analyst Office.***  **Director and Adhoc/Executive Committee letters completed for:**

* 4th Year Appraisals (Res Scientists) and 6th Year Readiness (Project & Res Scientists)
* Accelerated merit advancements
* Advancements/Merits within Above Scale
* Consecutive no-change actions
* New bonus off-scale salary components

**++Sept 27th**  ***MSOs Return 2nd wave Research Scientist files to ORU/AP Analyst Office****.* **Director and Adhoc/Executive Committee letters completed for:**

* Promotions (career Reviews)
* Advancements to/through Step VI (career review)
* Advancements to Above Scale (career review)
* Termination decisions
* Reconsideration of termination decisions

**++Nov 1st**  ***MSOs Return 3rd wave Research Scientist files to ORU/AP Analyst Office****.* **Director and Adhoc/Executive Committee letters completed for:**

* Normal Merits
* 1st-time no-change actions

**++Please note that Project Scientist files are due 2 weeks later than the RS/RS-CAP dates listed above++**

YIPPEE!!!!!! We’re done! !!!!!!!!!!!!!!!!!

Please Note:

*Research Affairs/AP office policy on Deadlines: First come, first reviewed. Research Affairs reserves the right to return late files back to ORU that are received after deadlines*

*Campus – AP Policy on Deadlines: Files received by Research Affairs after the associated deadlines will be returned for submission the following year.*