

2023 Academic Performance Assessment Timeline

*Please note: the timeline in the CA is updated every year so dates do not fall on weekends or University holidays

DATES	PROCESS	COLLECTIVE AGREEMENT ARTICLE
July 17 to September 1	Faculty deadline to submit Academic Performance Reports (APRs) and applications for the Outstanding Achievement Award (OAA) and COVID Period OAA	29.4.1
September 8	Deadline for Head to notify Dean and cc academic staff member with recommendations for a PTR increase	29.5.2
	Deadline for Head to notify an academic staff member that they are considering not recommending a PTR increase	29.5.3
September 22	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
September 29	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 *Requires a vote of 75% of all such academic staff members, plus the concurrence of the Dean	29.11.6
October 2	Deadline for Head to notify Dean and cc academic staff members of negative recommendation for PTR	29.5.4
October 2	Deadline for Head to nominate academic staff members for OAA, by submitting APR and brief letter indicating reasons to the Dean, copying the academic staff member	29.6.1
	Deadline for Head to send their comments or recommendation for applicants that applied for OAA to the Dean	29.6.2
	Deadline for Dean to forward OAA and COVID Period submissions to the FAC, copying the academic staff member if the Head included comments or a recommendation	29.6.2
October 5 or 3 work days 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 not award PTR increases	29.5.5
October 9 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
October 10	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	29.5.6
		29.6.3

	Deadline for applicant nominated by Head for an OAA and/or COVID Period OAA to submit a response to the FAC, and to submit supplementary documents in support of this recommendation	
October 16 to November 7	<p>Faculty Assessment Committee (FAC) meets</p> <p>FAC Meeting to consider:</p> <ul style="list-style-type: none"> a) any appeals received related to the PTR increases; and b) all recommendations or applications for the OAA and COVID Period OAA 	29.9.6
November 14	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
November 22	<p>Deadline for Dean to inform applicants and those nominated by the Head as to whether they will be receiving an OAA and COVID Period OAA</p> <p>Where the Dean has changed the recommendation of the FAC, the Dean must include such information in this letter</p>	29.11.5
November 30	Deadline for academic staff members to appeal Dean's decision to withhold the PTR to the PTR Tribunal	29.10.6
December 7	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
December 21	Deadline to establish OAA Appeal Committees	29.14.2
January 31, 2024	PTR Tribunal must report their decision to the appellant, copied to the Dean, Provost, and Faculty Association, preferably by December 21 , but no later than January 31	29.13.7
January 31, 2024	Deadline for OAA Appeal Committee to report decision to applicants and cc the Dean, Provost, FA	29.14.8