2016-2017 A/P Advancement Monthly Activity Schedule

Deadline Date	Activity
July & August	Departmental A/P staff ranking lists sent to departments. Department Heads forward rank assignment sheets for any staff without rank assignments.
September	Dean's Office kicks-off AP Advancement process. A list of A/P Advancement Committee vacancies is sent with a request for committee nominations. It is suggested that the department committees be organized at this time.
September/October	A/P staff meet with their supervisor/unit leader to review dossier of professional activities and to prepare advancement documents (for those A/P staff who have expected time in rank and desire to be considered).

AGAD Department (Ag Adv, Ag Alumni, ABO, AgIT, ARP, CES, Non-Educator Field Extension, DO, IPIA, OAP, OMP, PAC) Committee Activities

Wed, Oct 19, 2016	Documents due in Dean's office for pre-review by AGAD Dept Committee
Thu, Oct 20	Pre-review documents sent to the AGAD Department Committee
TBD	AGAD Dept Committee meets to review documents for content only
~~Tue, Nov 1~~ Fri, Nov 11	Documents returned to AGAD DH/UL for revision
Mon, Nov 21	Documents due in final form (electronically + 1 hard copy) for AGAD Department Committee evaluation
Tue, Nov 22	Final Advancement documents available for AGAD Department Committee review via SharePoint site
Wed, Dec 7	Preliminary ballots due from AGAD Department Committee via SharePoint site
TBD	AGAD Dept Committee meets to review and vote on advancement documents
Fri, Dec 9	Documents returned to unit leaders w comments from AGAD Dept Committee

Dean's Committee Activities

Wed, Jan 4, 2017	Advancement documents due from all departments electronically + 1 unstapled hard copy
TBD	Dean's A/P Advancement Committee meets to review process
Fri, Jan 27	Dean's A/P Advancement Committee preliminary ballots due electronically
Fri, Feb 3	Department heads/unit leaders contacted with results of preliminary ballots and to determine schedule of presentations.
Tue, Feb 7	Schedules distributed for presentations to the Dean's A/P Advancement Committee
Wed, Feb 15 (time TBD)	Dean's A/P Adv Cmte meets to hear defenses