

Friday, January 31, 2025 (on or before)

Supervisors shall forward all documents to the Administrative Officer next in line, including a copy of the prepared APAS forms for the next appraisal period, July 1, 2024 – June 30, 2025 (September 1, 2024 – June 30, 2025 for ten (10) month employees).

Friday, February 14, 2025 (on or before)

Administrative Officers shall note their recommendations in writing on the APAS forms for the current appraisal period July 1, 2023– June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees). If a recommendation for non-reappointment is made, the Administrative Officer must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the Core Head by **Friday, February 14, 2025**.

Friday, February 28, 2025 (on or before)

Core Heads note their recommendations in writing on the APAS forms for the current appraisal period July 1, 2023 – June 30, 2024 (September 1, 2023 – June 30, 2024 for ten (10) month employees). If a recommendation for non-reappointment is made, the Core Head must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the Administrative Officer by **Friday, February 28, 2025**.