



**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**.