Agenda

1. General Welcome

2. Announcements—Brown Bag Meeting on 8/17/11
   a. Extramural letter uploads in MIV
   b. Reminders on joint appointments in MIV
   c. New voting website for all actions

3. Reminders
   a. Deadlines for 2012 Actions (see calendar for list of all action types)
      1. Promotions & 5-year reviews due September 16, 2011
      2. Non-redelegated Merits, etc due October 7, 2011
      3. Redelegated Merits & Appraisals due January 6, 2012
   b. Requests for Extensions
   c. Monitoring End Dates and Visas using the eHR “Dept Due Date Report”

4. How to read the Interface Calendar and checking payroll prior to the computer

5. Non-Instructional Federation Members review period for promotion to Associate
   a. Project Scientists, Professional Researchers and Specialist Series – The review
      period when promoting to Associate Rank only goes back to Appointment
      (not back to terminal degree like teaching titles)

6. New Requirements for submitting your actions and documents to Academic Personnel
   a. Department Letters must be uploaded with the signature on the pdf.
   b. Two pink and three blue copies of the RAF must be submitted with the
      supporting documentation. We do not need copies of any other documents
      found in MIV.
   c. Due to un-accessible publication links in MIV, we are requiring that all
      publications copies must be submitted with the actions this year.
   d. Receipts for delivery of actions and paperwork
      1. We are developing a Form to submit with all actions for tracking.

7. Life of a Dossier – updates and reminders
   a. Delegation of Authority chart

8. Question and Answer Session

9. Surprise!