**POLICY ON LIBRARIAN MERIT AWARDS**

Appendix A: Timeline

**Important dates for Merit in 2023-2024** **year**

(the year under consideration for merit awards is 2022-2023)

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| June 30, 2023 | By or before this date, librarians should request supervisory evaluations from supervisor and secondary supervisors (if applicable). |
| July 31, 2023 | Candidates’ applications to be submitted electronically to the Executive Director, Finance and Administration, through their online folders. Along with their annual reports |
| August 25, 2023 | Supervisors’ evaluations to be submitted electronically to the Executive Director, Finance and Administration. A copy should also be sent to the librarian. |
| December 8, 2023 | The Merit Committee sends recommendations to the Dean of University Libraries via the Executive Director, Finance and Administration. |
| May 1, 2024  (date set by contract) | “Librarians who have been awarded merit awards shall be informed … by the Provost or other designated University officer”—TAUP contract, Article 21.C.8. |