

Next Review Due Report: replaces the Academic Personnel Next Review Due Query

1. From the Academic Employee Report tool, select the desired unit from the “unit” drop down menu. You will only have access to units assigned to you via AP On-Line Review.
2. Select the academic group(s) you would like to include on the report by clicking the checkbox next to the academic group name. If you would like to see all academic groups on the report, do not click any check boxes.
3. Click the checkbox next to “Show/Hide review’s due”.
4. Click the “search” button.
5. Click the “export as spreadsheet” button to further manipulate the data. Within the excel sheet, you can filter the data to only display the desired next review due year.

Academic Employee Report

You may use this report for general information on academic employees in your unit(s).

Records displayed with a gold background exist in PPS, but corresponding records do not exist in the APOL database. You may click the "Add" link to add an employee to the APOL database. Click "View" to see the data currently stored in the APOL database for that employee. An initial check will be done to see if any changes have been made to that person's PPS record, and any updates will be automatically made in the APOL database. You may experience a slight delay while this validation occurs.

[Go to AP Admin](#)

Saved Searches

Presets

Select one

My saved searches

Select one

Enter a name for your search

Save current search

Choose Unit

1

Search

4

2

Academic Groups

☒ Regular Teaching Faculty - Ladder Ranks

☐ Regular Teaching Faculty - Acting Ranks

☒ Lecturers with (Potential) Security of Employment

☐ Unit 18

☐ Other Faculty

☐ Administrative Titles

☐ Other Academic Personnel and Pay Codes

☐ Student Assistants

☐ Librarians

☐ Researchers

Report Filters

Title

All titles

Rank

All Ranks

Career Status

All Career Statuses

☐ Only missing from APOL database

☐ Only in selected home department

☐ Senate titles only

☐ Only Unit 18 lecturers eligible for mentor meeting

☐ Only Unit 18 lecturers missing mentor meeting status

☐ Only Unit 18 lecturers missing non-reappointment reason

☐ Only Unit 18 lecturers eligible for 10th quarter salary increase

☐ Only Unit 18 lecturers eligible for excellence review

Current Academic Employees (74)

5

Export as spreadsheet

☐ Show/Hide salary

3

☒ Show/Hide reviews due

☐ Show/Hide hire date

View	Name	Title	Rank	Step	OS	Home Department	Review Due
		1143 - PROF-AY-B/E/E	Full Professor	9			7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	9	O		7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	9	O		7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	A			7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	9	O		7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	A			7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	A			7/1/2020
		1143 - PROF-AY-B/E/E	Full Professor	A			7/1/2019
		1143 - PROF-AY-B/E/E	Full Professor	9	O		7/1/2019
		1143 - PROF-AY-B/E/E	Full Professor	1	O		7/1/2019