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.