

SCHEDULE FOR ACADEMIC PERSONNEL ACTIONS**ON DAYS THE CAMPUS IS CLOSED, THE DUE DATE IS THE PREVIOUS WORK DAY**

Personnel Review Action		Date Due from Candidate to School	Date Due from School to APO	Personnel Action Effective Date (If Approved)
Annual Bio-Bib submission (in accordance with school procedures)		Jul. 15		
Promotion to :	Associate Professor (7/1 Calculation)	Jul. 15	Dec. 15	Jul. 1
	Associate Professor (1/1 Calculation)	Jan. 15	May 15	Jan. 1
	Full Professor	Jul. 15	Jan. 15	Jul. 1
	Lecturer SOE	Jul. 15	Dec. 15	Jul. 1
	Professional Research Series	Jul. 15	Dec. 15	Jul. 1
Request for Postponement to Tenure:		Jun. 1	Sept. 15	Jul. 1
Advancement to:	Professor VI	Jul. 15	Feb. 1	Jul. 1
	Above-Scale	Jul. 15	Feb. 1	Jul. 1
	within Above-Scale	Jul. 15	Feb. 1	Jul. 1
Reviews:	Quinquennial Review (LRF)	Jul. 15	May 1	Jul. 1
	Quinquennial Review (SOE/PSOE)	Jul. 15	May 1	Jul. 1
	Unit 18 Lecturer Excellence Review	Jul. 15	Mar. 15	Jul. 1
Appraisals:	Mid-Career Appraisal & Merit Review (Assistant Professors and Lecturers-PSOE)	Jul. 15	Nov. 15	Jul. 1
	Unit 18 Lecturer Merit Review	Jul. 15	Apr. 15	Jul. 1
Merits/Reappointments:	Lecturer SOE/PSOE	Jul. 15	Dec. 15	Jul. 1
	Assistant Professor (if no mid-career appraisal is needed)	Jul. 15	Dec. 15	Jul. 1
	Associate Professor (all Steps)	Jul. 15	Dec. 15	Jul. 1
	Professor (Steps II - V)	Jul. 15	Dec. 15	Jul. 1
	Professor (Steps VII to IX)	Jul. 15	Dec. 15	Jul. 1
	Professional Research Series	Jul. 15	Dec. 15	Jul. 1
Appointments to:	Professorial Series	Based on Search Process		See MAPP
	Lecturer, Senior Lecturer		Apr. 15	Jul. 1
	Lecturer SOE/PSOE		Mar. 1	Jul. 1
	Endowed Chair/Professorship		Feb. 1	Jul. 1
	Teaching Assistant/Fellow AY		May. 1	Jul. 1
	Unit 18 Lecturer AY		Jun. 1	Jul. 1
	Unit 18 Lecturer /Teaching Assistant/Fellow		Jun. 15	Fall Semester
			Nov. 15	Spring Semester
		Apr. 15	Summer Semester	

- ▶ In the interest of equity and efficiency for candidates and reviewers alike, it is important that the schedule deadlines be adhered to conscientiously for all personnel actions.
- ▶ If a faculty member submits case materials on time for a reappointment or a mandatory five-year review, but the case is delayed due to other circumstances, approved compensation adjustments will be retroactive. **If the faculty member submits materials late, any compensation adjustment will not be effective until conclusion of the case and retroactive action will not be considered.**
- ▶ Files relating to other personnel actions that are not submitted to the School by the deadline date may be returned to the candidate and **will not be considered for retroactive action.** The candidate will need to update and submit his/her case during the next year's review cycle.
- ▶ A request for late submission of a file will be considered in extraordinary circumstances and will require the approval of the Dean in writing prior to the final date for submission to APO. The request for delay will specify the reason for the delay and include an estimated date when the file will be submitted. The Dean's approval/denial (extended due date and justification, if applicable) will be conveyed via memo, copied to the VPAP (Academic Personnel Office).