

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 <i>(in accordance with school procedures)</i>		Jul 1	
Promotion to:	Associate Professor	Jul 1	Jan 15
	Full Professor	Jul 1	Jan 15
	Lecturer SOE	Jul 1	Jan 15
	Professional Research (Assoc./Full)	Jul 1	Jan 15
Request for Off-Cycle Review <i>(Requests must be received in the year prior to the review year)</i>		Mar 15	Apr 15
Advancement to:	Professor VI	Jul 1	Feb 1
	Above-Scale	Jul 1	Feb 1
Reviews:	Quinquennial Review (LRF/SOE/PSOE)	Jul 1	Mar 15
	Unit 18 Lecturer Excellence/Merit Review	Jul 1	Mar 15
Appraisals:	Mid-Career Appraisal w/or w/o Merit Review (Assistant Professors/PSOE)	Jul 1	Dec 15
Merits/ Reappointments:	Lecturer SOE/PSOE	Jul 1	Dec 15
	Assistant Professor (if no mid-career appraisal is needed)	Jul 1	Dec 15
	Associate Professor (all Steps)	Jul 1	Dec 15
	Professor (Steps II-V, VII-IX)	Jul 1	Dec 15
	Within Above-Scale	Jul 1	Feb 1
	Endowed Chair	Jul 1	Feb 1
	Professional Research Series	Jul 1	Dec 15
Appointments to:	Professorial Series	Based on Search Process	
	Lecturer SOE/PSOE	Based on Search Process	
	Teaching Assistant/Fellow AY	May 1	Jul 1
	Unit 18 Lecturer AY	May 1	Jul 1
	Unit 18 Lecturer /Teaching Assistant/ Fellow	Jun 15	Fall Semester
		Nov 15	Spring Semester
	Apr 15	Summer Session	

- ▶ 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 effective for the next pay cycle. **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 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 School. The request for delay will specify the reason for the delay and include an estimated date when the file will be submitted.