

SCHEDULE FOR ACADEMIC PERSONNEL ACTIONS

ON DAYS THE CAMPUS IS CLOSED, THE DUE DATE IS THE PREVIOUS BUSINESS DAY						
Personnel Review Action		Notice of Eligibility to Candidate ¹	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)		May 15	July 1			
Appraisals:	Mid-Career Appraisal w/ or w/o Merit Review		July 1	December 1	July 1	
Promotions to:	Associate Professor, Lecturer SOE, Associate Adjunct Professor		July 1	December 1	July 1	
	Associate Professional Researcher, Associate Project Scientist	May 15	July 1	December 1	July 1	
	Full Professor/Senior Lecturer SOE		July 1	January 15	July 1	
	Full Professional Researcher, Full Project Scientist	May 15	July 1	January 15	July 1	
	All other promotions	May 15	July 1	January 15	July 1	
Reviews	Endowed Chair appointments/reappointments		July 1	February 1	July 1	
	Five-year review		July 1	March 15	July 1	
	Unit 18 Lecturer Excellence/Merit Review		September 1	March 15	July 1	
Merits:	All other merits		July 1	January 15	July 1	
	Full rank Step 6, any series		July 1	February 1	July 1	
	Above-scale, any series		July 1	February 1	July 1	
Request for Off-Cycle Review (Requests must be received in the year prior to the review year)			March 15	April 15	July 1	
Appointments to:	Professor Series/LSOE series		Based on search process		July 1	
	Teaching Assistant/Fellow AY			May 1	July 1	
	Unit 18 Lecturer AY			May 1	July 1	
	Unit 18 Lecturer/Teaching Assistant/Fellow				June 15	Fall Semester
					November 15	Spring Semester
					April 15	Summer Session

¹Per the Contract for the Academic Researchers Unit (RA) between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW), academic researchers (professional research, project scientist, and specialist series) shall receive written notification of eligibility at least six (6) weeks before materials are due. The notice of eligibility may be sent to the candidate sooner based on School practice.

- ▶ In the interest of equity and efficiency for candidates and reviewers alike, it is important that the scheduled deadlines be adhered to conscientiously for all personnel actions.
- ▶ If a candidate 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.