

Appendix A: Deadlines for review materials to be submitted to each level of review

Review Type	Deadline materials are finalized and due to the following location: ¹		
	Department	Dean's Office ²	VP Office (Non-Redelegated) Senate Office (Redelegated)
Promotion to Associate Professor (or equivalent titles) <u>and</u> promotions for some Academic Federation titles to the Associate rank, <u>including the following title series:</u> Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, _in the AES	10/9/2017	10/30/2017	11/20/2017
All other Promotions for the following title series: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, _in the AES	10/30/2017	11/20/2017	12/11/2017
Promotion to Associate rank <u>in the following Federation title series:</u> Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist	11/6/2017	11/27/2017	12/18/2017
Establishment of an Endowed Chair/Professorship if the endowment is to be announced at the April donor dinner			1/8/2018
All other Promotions <u>in all Federation title series:</u> Academic Administrator, Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist	11/13/2017	12/8/2017	1/12/2018
Merits to Associate rank, Steps 4 and 5 for Professional Researchers, Specialist in Cooperative Extension, <u>and</u> Academic Senate titles that do not meet redelegated pilot program for these steps	11/13/2017	12/8/2017	1/19/2018
All Merits to Full rank, Step 6, Above Scale Merits, and other Non-Redelegated actions: <ul style="list-style-type: none"> • Third action and beyond for Department Chairs • Associate Deans 	11/20/2017	1/12/2018	2/2/2018
Appointment/Reappointment of Endowed Chair/Professorship holders if the appointment/reappointment is to be announced at the April donor dinner.		1/5/2018	2/2/2018

¹ These deadlines reflect the latest possible dates for submission of materials. Departments and Dean's Offices may set earlier deadlines.

² Departments are required to allow the candidate 10 calendar days prior to submitting the action to the dean's office to review the final department letter and submit a rejoinder.

Review Type	Deadline materials are finalized and due to the following location: ¹		
	Department	Dean's Office ²	VP Office (Non-Redelegated) Senate Office (Redelegated)
Appointment/Reappointment of Endowed Chair/Professorship holders if the appointment/reappointment is to be announced at the April donor dinner.		1/5/2018	2/2/2018
Accelerated Merits or Accelerated Promotions for: Academic Administrators, Academic Coordinators, and Continuing Educators	11/17/2017	1/12/2018	2/9/2018
Merits and Promotions for: Librarian titles (<i>including</i> : Law Librarian, and Assistant, Associate University Librarian)		11/17/2017	3/2/2018
Appraisals: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, __ in the AES and Specialist in Cooperative Extension (note: SOM requires redelegated appraisals for the Adjunct Professor series)	12/18/2017	1/19/2018	3/2/2018
All other redelegated Academic Senate and Federation actions, including all 2.0-step merits that started as redelegated.	1/2/2018	2/2/2018	3/2/2018
Appointments effective July 1, 2018 that require Vice Provost or Chancellor approval	3/16/2018	4/2/2018	5/9/2018

Other deadlines:

Extensions must be requested prior to the due date of the action. No extensions for the submission of late merits or promotions will be granted without strong justification.

Appointment actions with an effective date other than July 1 should be received at the Senate Office at least four weeks prior to the effective date of the appointment.

Any retroactive action requires the review and approval of the Vice Provost--Academic Affairs, including actions normally redelegated to the dean for approval. An action is retroactive if the dean is not able to make a decision within 60 days after the effective date of the action. This does not apply to Health Sciences Clinical Professors.

Deferrals and 5-year reviews are due in the Office of the Vice Provost--Academic Affairs at the time the corresponding regular action would be due. These actions are due at the time of the corresponding regular action to ensure timely decisions to pursue regular actions.

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