

**Academic Year 2011-2012 Timetable/General Administrative Procedure
For Merit Reviews for Unit 18 Appointees with Continuing Status**

Date	Description	Certification Completed #
By 10/21/2011 (3rd Friday in October)	Eligibility Lists established by APO of Continuing Appointees who are eligible for merit review in 2011-2012 are sent to the Deans.	---
10/28/2011 to 2/24/2012 (last Friday in October to last Friday in February)	The department chair will notify the eligible NSF of the timing, procedures and criteria to be used in evaluation for a merit award. Departments assemble files.	1
1/23/2012 to 2/27/2012 (4th Monday in January to 4th Monday in February; 7 weeks)	Departments make assembled Lecturer review files available for the Lecturer. Lecturer has 7 calendar days to respond.	2, 3, 4, 5, 6
Not later than 3/5/2012 (1st Monday in March)	Deadline for incumbent to request a review deferral from Dean via Department Chair.	--
2/20/2012 – 4/2/2012 (3rd Monday in February to 1st Monday in April; 4 weeks)	Department review process takes place; files may be processed when safeguards are complete and responses, if any, are added to the file.	7, 8
3/12/2012 to 5/7/2012 (2nd Monday in March to 2nd Monday in May; 8 weeks)	Review files sent to Dean’s Office. The files may be sent to the Dean’s Office as they are processed. This should not be earlier than the start date or later than the end date of the date range.	---
4/9/2012 to 6/11/2012 (2nd Monday in April to 2nd Monday in June; 9 weeks)	The Dean reviews the files and makes a final decision on each one. The final review authority may not be redelegated.	---
Not later than 6/29/2012 (last business day in June)	Deans send a letter to transmit the merit review decision to each lecturer for whom a review file has been submitted. A copy is sent to the appropriate departments and to the Academic Personnel Office. The letter should specify: <ul style="list-style-type: none"> 1. whether a merit was approved or denied; 2. the amount of July 1, 2012 salary; and 3. If an accelerated merit was granted, including the number of accelerated steps. 	---
Not later than 8/31/2012 (last business day in August)	Deans’ AP staff forward complete merit files to APO in electronic (preferred) or hard copy.	---
10/15/2012 (3rd Monday in October)	APO prepares post-announcement report for Labor Relations. Included in the report is a list of merit advancement with corresponding current and expected salary amounts.	---

Note: The certification number(s) specified in the right-most column of each row should be completed in conjunction with the activity in that row.