


August 4, 2023

To: Deans and Department Chairs

From: Daniel Jeske   
Vice Provost for Academic Personnel (VPAP)

Cc: Academic Personnel Office (APO)  
Academic Personnel Directors (BCOE, Business, CHASS, CNAS, SOE, SOM, SPP)  
Academic Senate Office

Re: The CALL 2023-24AY – Section II.A.14 Procedures for Off-Cycle Appointment

The CALL 2023-24AY included a new section referred to as Section II.A.14 Procedures for Off-Cycle Appointment. This addition specifies procedures on how to manage reviews for off-cycle appointments. The intent is to ensure equity in the length of periods of review for promotion files of off-cycle appointees relative to 7/1 appointees.

Upon further review within APO and discussion with the academic personnel staff in the dean's offices, it has been decided to remove this section from the 2023-24AY CALL and defer it for 2024-25AY CALL. Additional time is needed to implement the change effectively and efficiently.

I will continue my consultation with the department chairs, AP dean's staff, CAP, and APO during the summer and fall quarters to arrive at a decision on how to handle off-cycle appointment reviews that is both efficacious and practical. The goal is to have a revised and final process by winter quarter.

Off-cycle appointees who are considering or intend to consider the option to adjust their timeline as presented in the CALL 2023-24AY, should discuss this with their department chair and AP dean's staff as soon as possible.