




ACADEMIC PERSONNEL OFFICE
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ACADEMIC SENATE OFFICE
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Date: November 13, 2017

To: Deans and Department Chairs

From: Ameae Walker 
Vice Provost for Academic Personnel (VPAP)

Vyjayanthi Chari 
Chair, Committee on Academic Personnel (CAP)

Re: 2017-2018 Academic Year CALL Due Dates

As we begin another academic year, we write to thank you for your efforts at adherence to the CALL due dates for file submittal during the 2016-2017AY review cycle.

We urge you to remain diligent and to give attention to the due dates set forth in the 2017-2018AY CALL. CAP remains firm in its resolve to adhere strictly to the posted due dates.

Requests for extension will be reviewed on a case by case basis. A request for a late submission of the file must be for extraordinary reasons and be approved by the Dean prior to the final due date for submission to the Dean's office or by the VPAP prior to the due date for submission to APO published in the 2017-2018AY CALL. Further, if the estimated submittal date for any action is beyond the final date for files to be received by the Academic Personnel Office (first Monday in May), the extension request must also be approved by CAP.

As a reminder, there is no obligation to consider cases in which a faculty member does not supply documents and information by the deadlines that Chairs or Deans may set. Files received after an extension deadline or beyond the final due date listed in the 2017-2018AY CALL may be returned for re-submission during the next academic year. Mandatory action files received after the extension deadline or beyond the final due date listed on the Schedule may be automatically denied or deemed unsatisfactory.

Finally, CAP is committing to only 2 summer meetings, one in mid-July and a final meeting in mid-August. Files (of non-mandatory actions) not received in time for a July or August CAP review, and not accompanied by a pre-approved extension request, will be returned for consideration (and effective date) during the next academic year.

We appreciate your cooperation in adhering to the due dates for the 2017-2018AY review cycle.

Attachment:
17-18AY Schedule for Academic Personnel Reviews

Cc: Cindy K. Larive, Provost and Executive Vice Chancellor
Dylan Rodriguez, Chair Academic Senate

Academic Personnel Review Procedures

I. SCHEDULE FOR ACADEMIC PERSONNEL REVIEWS

2017-2018

Chairs and Deans must establish due dates to enable timely handling of files in order to meet the Academic Personnel Office (APO) deadline. The table below lists deadlines, but when the file is ready please forward it to APO so it can be processed as expeditiously as possible.

Personnel Review Action	Date Due in Academic Personnel Office	File Entry Cut Off Date
Promotion to Associate Professor Advancement to Above Scale (A/S)	The third Tuesday in January	September 30
Promotion to Full Professor Advancement to Professor VI Career Review	The first Monday in February	
Reappointment of Assistant Professor	The first Monday in March	
Appraisal	One third due the third Monday in November	
Merit Quinquennial Review	Two thirds due the first Tuesday in April 100% due the first Monday in May	

Note: For all cases, letters should be solicited before September 1 to allow reviewers ample time to respond. For 7th year promotion to Associate Professor cases, extramural letters must not be solicited until after June 30 (or any earlier than the end of the 6th year). For off-cycle 7th year promotions, the dates will be adjusted accordingly. 7th year promotion to Associate Professor files may be updated until April 30 of the 7th year. The deadline for receipt of Extramural and Student letters is November 1st. If there is good reason to grant an exception to this deadline and the file will be on time to APO, then the new deadline will be at the discretion of the Dean. Evidence of decanal approval and the reason for granting the extension must be included in the eFile.

Announcements of final Academic Personnel Review decisions will be made once a week on Friday if they are available. Final decisions after the last calendar day in June will be announced as soon as they become available. In the interest of equity and efficiency for candidates and reviewers alike, it is important that the schedule and its deadlines be adhered to carefully. The Deans, CAP, and the VPAP feel no obligation to consider cases in which a faculty member does not supply documents and information by the deadlines that Chairs set. Files not received in the Academic Personnel Office by the final due date (first Monday in May) normally will be returned for consideration during the next academic year. Such files will be classified as deferrals and will not be considered for retroactive action. Tenured faculty members below Professor Step V who are at normal time at step will receive an automatic deferral if they do not submit materials by the departmental due date, unless the Department Chair has granted an extension. Mandatory action files received after the extension deadline or beyond the final due date listed on the Schedule may be automatically denied or deemed unsatisfactory.