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Date: October 10, 2016

To: Deans and Department Chairs

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

John Heraty   
Chair, Committee on Academic Personnel (CAP)

Re: 2016-2017 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 2015-2016AY review cycle.

We urge you to remain diligent and to give attention to the due dates set forth in the 2016-2017AY 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 VPAP prior to the final due date for submission to the Dean's office published in the 2016-2017AY 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, 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 or Deans may set. Files received after the extension deadline or beyond the final due date listed in the 2016-2017AY 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 3 summer meetings, two 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 2016-2017AY review cycle.

Attachment:  
16-17AY Schedule for Academic Personnel Reviews

Cc: Paul D'Anieri, Provost and Executive Vice Chancellor  
Dylan Rodriguez, Chair Academic Senate

# Academic Personnel Review Procedures

## SCHEDULE FOR ACADEMIC PERSONNEL REVIEWS

### 2016-2017

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

Chairs and Deans should establish due dates to enable timely handling of files in order to meet the APO deadline.

NOTE: For all cases, letters should be solicited before September 1 to allow reviewers ample time to respond. For 7<sup>th</sup> year promotion to tenure cases, extramural letters should not be solicited until after June 30 (or any earlier than the end of the 6<sup>th</sup> year). For off-cycle 7<sup>th</sup> year promotions, the dates will be adjusted accordingly. 7<sup>th</sup> year promotion to tenure files may be updated until April 30 of the 7<sup>th</sup> year. Extramural and Student letters may be received up to November 1.

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 may set. Tenured faculty 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.