

College Academic Actions 2011-2012 Submission Deadlines

Submission deadlines of academic actions to the College Academic Personnel Office from Departments for actions effective July 1, 2012.

DUE DATE	ACADEMIC PERSONNEL ACTIONS
August 15, 2011 (Monday)	Unit-18 Lecturers Series: <ul style="list-style-type: none"> • Fall (9/9) appointments/reappointment/revisions
September 15, 2011 (Thursday)	Unit-18 Lecturers Series: <ul style="list-style-type: none"> • Winter (9/12) appointments/reappointments/revisions
November 7, 2011 (Monday)	Professor Series: <ul style="list-style-type: none"> • Merit Equity Reviews
November 15, 2011 (Tuesday)	Unit-18 Lecturers Series: <ul style="list-style-type: none"> • Winter (9/9) appointments/reappointments/revisions
December 1, 2011 (Thursday)	Professor Series: <ul style="list-style-type: none"> • Assistant Professor, 8 Year Limit Reviews • Promotion to Associate Professor (Tenure) • Promotion to Full Professor • Merit to Professor, Step VI • Merit to Professor, (Initial) Above Scale Research Series: <ul style="list-style-type: none"> • Promotion to Associate Research • Promotion to Research • Merit to Research, Step VI • Merit to Research, Initial Above Scale

January 3, 2012
(Tuesday)

Professor Series:

- Assistant Professor Fourth-Year Appraisals
 - Favorable or with Reservations
 - Unfavorable
 - Nonrenewable
- Two-Year Renewals for Assistant Professor
- Accelerated Merit Increase (Skipping a Step)
- Merit to Professor, Further Above Scale

Unit-18 Lecturers Series:

- Appointments to Continuing Lecturer
- Promotions to Senior Continuing Lecturer

Research Series:

- Accelerated Merit Increase (Skipping a Step)
- Merit to Research, Further Above Scale
- On-Time Merit Increase
- ALL Accelerated/Deferred Merit Increases (1 Year or 2 or More Years), with the exception of Research, Step VI, and Research, Above Scale.

January 16, 2012
(Monday)

Unit-18 Lecturers Series:

- Spring (9/12) appointments/reappointments/revisions

February 15, 2012
(Wednesday)

Unit-18 Lecturers Series:

- Spring (9/9) appointments/reappointments/revisions

February 17, 2012
(Friday)

Professor Series:

- On-Time Merit Increase
- ALL Accelerated/Deferred Merit Increases (1 Year or 2 or More Years)
- Off-Scale Salary Adjustments

Unit-18 Lecturers Series:

- Continuing Lecturer Merits

April 2, 2012
(Monday)

Project Scientist, Academic Coordinator, Academic Administrator, Specialist, and Coordinator of Public Programs Series:

- Merit
- Promotion

May 7, 2012
(Monday)

Professor Series:

- Five-Year Reviews

Unit-18 Lecturers Series:

- Pre-6 Lecturer (9/12) for 2012-2013 appointments/reappointments
- Continuing Lecturer Yearly Assignments for 2012-2013

Renewal of Appointments for the following Academic Titles:

- Academic Administrator
- Academic Coordinator
- Adjuncts
- Coordinator of Public Programs
- In Residence
- Project Scientist
- Research
- Specialist
- Visiting Titles

Listed below are important reminders to assist in reducing turnaround time to expedite the decision making process:

- Departments must coordinate DAT entries with submission of dossiers for tracking ladder faculty, adjunct, and researcher cases.
- Please remind candidates that self-statements should be limited to 3-5 pages. Candidates should highlight major points rather than provide a lengthy narrative.
- Department evaluations should be no more than 1-2 pages (Chair's letters are welcome).
- College bibliography format must be used for all actions involving academic actions (except new appointments).
 - For the Social Sciences Division:
 - Please draw a horizontal line to indicate each review period since advancement to rank. Please contact the College APO Analyst if you have any questions regarding the bibliography format.
- Completed final offers of appointment to faculty holding positions at any other UC campus must be made by April 1. Offers of appointment from other AAU institutions must be made by April 30. Please refer to The CALL, Appendix 22 for more information.
- Individual Deans may have requirements to their division.