### College Academic Actions 2012-2013 Submission Deadlines

Submission deadlines of academic actions to the College Academic Personnel Office from Departments for actions effective July 1, 2013.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>ACADEMIC PERSONNEL ACTIONS</th>
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<tr>
<td>August 17, 2012</td>
<td><strong>Unit-18 Lecturers Series:</strong></td>
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<tr>
<td>(Friday)</td>
<td>• Fall (9/9) appointments/reappointment/revisions</td>
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<tr>
<td>September 14, 2012</td>
<td><strong>Unit-18 Lecturers Series:</strong></td>
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<tr>
<td>(Friday)</td>
<td>• Winter (9/12) appointments/reappointments/revisions</td>
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<td>November 1, 2012</td>
<td><strong>Unit-18 Lecturers Series:</strong></td>
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<tr>
<td>(Thursday)</td>
<td>• Winter (9/9) appointments/reappointments/revisions</td>
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<td>November 5, 2012</td>
<td><strong>Professor Series:</strong></td>
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<tr>
<td>(Monday)</td>
<td>• Merit Equity Reviews</td>
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<td>December 3, 2012</td>
<td><strong>Professor Series:</strong></td>
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<tr>
<td>(Monday)</td>
<td>• Assistant Professor, 8 Year Limit Reviews</td>
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<td></td>
<td>• Promotion to Associate Professor (Tenure)</td>
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<td>• Promotion to Full Professor</td>
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<td></td>
<td>• Merit to Professor, Step VI</td>
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<td></td>
<td>• Merit to Professor, (Initial) Above Scale</td>
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<td></td>
<td><strong>Research Series:</strong></td>
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<td>• Promotion to Associate Research</td>
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<td>• Merit to Research, Initial Above Scale</td>
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**January 7, 2013 (Monday)**  
**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 Initial 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 18, 2013 (Friday)**  
**Unit-18 Lecturers Series:**  
- Spring (9/12) appointments/reappointments/revisions

**February 13, 2013 (Wednesday)**  
**Unit-18 Lecturers Series:**  
- Spring (9/9) appointments/reappointments/revisions

**February 15, 2013 (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
### March 1, 2013  
**Friday**

**Project Scientist, Academic Coordinator, Academic Administrator, Specialist, and Coordinator of Public Programs Series:**
- Merit
- Promotion

### May 3, 2013  
**Friday**

**Professor Series:**
- Five-Year Reviews

**Unit-18 Lecturers Series:**
- Pre-6 Lecturer (9/12) for 2013-2014 appointments/reappointments
- Continuing Lecturer Yearly Assignments for 2013-2014

**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 a maximum of 5 pages. Candidates should highlight major points rather than provide a lengthy narrative.
- For merit actions, department evaluations should be no more than 2 pages (Chair's letters are welcome).
- College bibliography format must be used for all academic actions (except new appointments).
  - For the Social Sciences Division:
    - Please draw a horizontal line to indicate each review period since advancement to rank.
  - For the Humanities Division:
    - Please draw a horizontal line to indicate each review period as follows:
      - For Merits (including Further Above Scale): *Since last review*
      - For Promotion to Tenure or Full, and Merit to Step 6: *Since advancement to rank*
• For Initial Above Scale: *Since Merit to Step 6*
  o Contact the College APO Analyst if you have questions about 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.

Reminders/Updates

• The effective date for new faculty appointment is July 1st (if there is a visa issue, please contact your College APO analyst).
• When the Project Scientist Position is funded by a grant, a full search is not required. The Non-Ladder Academic Recruitment and Appointment Compliance Form will need to be completed, and it should indicate “No Search – Not deemed a regular appointment”. As long as state funds are not being used, and the programmatic requirements of the department are met, renewal of appointment to another grant is possible.