

Timely Review of Academic Personnel Cases

Deadlines for case submission have always been set with many considerations in mind, especially the canonical 7/1/YY effective date for most actions, the nine-month service period of most faculty members, and the summer vacations scheduled by the faculty, staff, and administrators involved in the review process. By giving more attention to deadlines, the campus can ensure that more faculty members will receive timely decisions about their cases.

1. Mandatory reviews.

Mandatory reviews must be conducted even when deadlines have not been met, whether by the candidate, the department chair, or the dean. Mandatory reviews for faculty members include reappointments, mid-career appraisals, final appraisals, and five-year reviews.

2. Deadlines for candidates' submission of materials.

Candidates are to submit the materials needed for their reviews by **September 15th** or by an earlier deadline established by the department. (When September 15th falls on a weekend, the campus deadline will be the next working day.) Candidates are deemed to have submitted their materials when they have completed the APBears routing action "Submitted to File Preparer – Begin Departmental Review." When a dossier of materials must be sent to external letter-writers, the department chair should make clear when the candidate must provide that dossier.

For Assistant Professors with spring deadlines for mid-career or final appraisals, candidates are to submit the materials needed for their review by December 1 or by an earlier deadline established by the department.

3. Notifications.

Chairs of departments and deans of schools are responsible for ensuring that faculty members are notified in a timely fashion that they are eligible for review, and they are responsible for informing faculty members about relevant deadlines for their submission of materials.

4. Deadlines for submission of cases to the Academic Personnel Office (APO).

APO deadlines have been revised to smooth the work involved in academic-personnel review at every level. We continue to set relatively early deadlines for midcareer reviews so that the candidates will have as much time as possible to benefit from the outcome, and we continue to set relatively early deadlines for tenure reviews in order to leave ample time for review by campus ad hoc committees and by the Provost and the Chancellor.

These deadlines are the dates by which deans are expected to submit cases to APO, and deans are encouraged to set their own deadlines for departmental submissions accordingly. For some kinds of cases, or for some units, the deadline for candidates' submission of materials may need to be trumped by an earlier departmental deadline. Deans are encouraged to work with

department chairs to ascertain whether earlier departmental deadlines may be needed and to ensure that candidates are properly informed of the deadlines they are expected to meet.

5. On-time priority tags.

a. Adding tags.

APO will add on-time priority tags to cases in APBears when (i) the candidate has submitted materials by the campus deadline, (ii) APO has received the case from the dean's office by the APO deadline, *and* (iii) any material errors requiring APO to route the case back to the unit have been promptly corrected.

b. Messages about tags.

Once a case has been received by APO, the APBears system will send the candidate an automated email message stating whether the case has received an on-time priority tag. The message will remind faculty members that they can view the progress of their cases by using the Routing tab in APBears. The tab will enable them to see when they submitted their materials, when their chair submitted their case to their dean, and when their dean submitted their case to APO.

c. Use of tags.

As they do now, central reviewers will always give the highest priority to cases for appointment, retention, mid-career review, and promotion, regardless of when they were submitted. APO already tags these cases for expedited review within APBears.

Among all other cases, priority will be given to those that have on-time tags. This means that review of these on-time cases will be completed before late cases are reviewed. The campus's goal will continue to be to provide the deans' offices with tentative or final decisions about merit-increase cases with on-time tags no later than the effective date of the action.

Academic appointees should bear in mind that when a salary increase is approved after its effective date, pay will be provided retroactively to the effective date.

6. Options for the future.

APO will be adding several new reporting tools to the APBears system to analyze key data. Information will be collected by departmental and decanal units and by case type, showing how many candidates submitted their materials on time and how many cases were submitted on time to APO. For late cases, the data will indicate the number of days by which relevant deadlines were missed. With the help of these data, the campus should be able to pinpoint and address the sources of any remaining problems.