

APO Deadlines for Deans
Cases with July 1, 2018 effective date

Candidates' deadline for submission of materials is September 15, unless the department has set an earlier deadline.*

For Assistant Professors with spring deadlines, candidates' deadline for submission of materials is December 1, unless the department has set an earlier deadline.*

Current title, step	November 15*	December 15*	February 1*	March 1*	April 1*
Assistant Professor Acting Professor (Law) Acting Associate Professor Assistant Researcher	All cases except those with spring deadlines		Mid-career and final appraisals with spring deadlines		
Associate Professor Associate Researcher		All cases except endowed chairs			
Professor (Step VIII and below) Researcher (Step VIII and below)			All cases except endowed chairs		
Lecturers Lecturers w/ SOE Other Unit 18 Titles			All non-delegated cases		
Professor Step VIII.5 and above Researcher Step VIII.5 and above				All cases except endowed chairs	
All other titles					All non-delegated cases
Endowed chair actions					All cases

**When this date falls on a weekend or campus holiday, the campus deadline will be the next working day after the date indicated. Deans are warmly encouraged to submit cases before the stated deadline.*

Cases for regularization may be submitted at any time. For tenure-track appointments, the intercampus deadline is April 1 and the AAU deadline is April 30. Deans' offices should alert APO if Berkeley may need to seek a deadline waiver. [Guidelines](#) [Directive-Timely Review](#)