

## CALENDAR GUIDELINES FOR JULY 1, 2018 ACADEMIC PERSONNEL ACTIONS

### **Cut-Off Dates:**

The cut-off date for inclusion of materials in all cases, with the exception of appraisals and promotions, is June 30, 2017. For cases of promotion and appraisal, new materials may be submitted up until the consideration of the case by the departmental or school ad hoc review committee, and updated information may be provided up until the established APO calendar deadline. Please note that new material (for example, new or newly revised research contributions) should not be introduced after the ad hoc committee of the department or school has begun its deliberations, because it is important that campus reviewers at every level analyze the same body of work. If a preliminary assessment is issued, the candidate will have the opportunity to respond and may provide reviewers with new material at that time.

### **Automatic Deferral Deadline:**

Cases submitted will be automatically deferred to the 2018-19 review cycle when candidates have not signed off on the “candidate summary” in the APBears system by February 1, 2018. After a deferral, the case would be updated to reflect the record of accomplishments during the 2017-18 academic year, and it would then be submitted during 2018-19 with an effective date of July 1, 2019.

Mandatory reviews will not be deferred. These include reappointments, mid-career reviews, and final appraisals for untenured faculty, along with five-year reviews for tenured faculty.

### **Promotions to Tenure:**

Cases for promotion to tenure and final appraisals should have the highest priority. If promotion is being recommended outside of a scheduled appraisal or tenure review, the fall deadline date should be used. Later submissions may delay final decisions until the fall.

### **Promotions to Professor:**

All promotions to Professor, whether falling at time of normal merit review cycle or otherwise, should use the fall deadline date.

### **Five-Year Reviews:**

Departments should submit cases for five-year reviews in accordance with the calendar for the rank and step of the candidates. A one-year deferral may be granted, but it must be requested in advance from the Vice Provost. A compelling reason must accompany the request, such as the candidate’s need to complete and submit publications. The deadline for requesting a deferral is also in accordance with the calendar. The department chair has the responsibility of submitting five-year reviews even in the absence of materials supplied by the candidate. The Chair should use information available in departmental files or databases. In these cases, the department should document attempts to obtain the materials from the candidate and give the candidate an opportunity to respond to the departmental recommendation prior to submission of the review.

### **Tenure Level Appointments:**

Appointments normally take 4–6 weeks to review at the campus level. When recruiting from other UC campuses or AAU institutions, please keep key deadlines in mind. For intercampus recruitments, offers must be made by April 1, and for recruitments from AAU member institutions, offers must be made by April 30. Although we can request that other institutions waive the deadlines, such requests have been denied in the past.

Please also note that the later in the academic year a case is submitted, the more difficult it is for the campus to appoint a campus ad hoc review committee and receive a report in a timely manner. Experience has shown that cases submitted at the end of the spring semester or during the summer are often not completed until well into the fall semester. We therefore encourage departments to establish timelines for their departmental searches that will allow completion of the search and submission of materials no later than February or March.

**Intercampus Recruiting:**

Department chairs should familiarize themselves with the intercampus recruitment guidelines in APM 510, Appendix A, especially the salary offer limits (no more than the equivalent of one step advancement). All requests for information regarding salaries of those being recruited from other UC campuses or offers being made to Berkeley faculty should be routed through the Academic Personnel Office for formal confirmation with the other campus. Department chairs or deans should not be communicating directly with other campuses regarding salaries.

**Outside Offers:**

Retention cases should be submitted as quickly as possible in order to allow time for necessary review. If the last review was effective 7/1/17, a retention case may be submitted with a recommendation letter(s), a copy of the outside offer, a Value to Berkeley Assessment, and an updated CV. In all other cases, a complete merit review case must be submitted with the retention request.