

TIMELINE FOR ACADEMIC PERSONNEL REVIEWS 2017-2018

File Type:	Career review mss and e-pubs in for ad hoc review, student sol. info and ext ref names submitted	Material to Samantha via Shared One Drive Folder or Dropbox.	Department OneDrive Folder Share to Ad Hoc by:	Ad-hoc Report Due Dates:	File Release for EC/Chair review by Cand.	Files ready for EC/Dept.	Chair's Letter and file back to AFC/AP ONLINE UPLOAD	Due at Dean's Offices
Merits above A/S	N/A	Monday 5/1/2017	Monday 5/15/2017	Monday June 12, 2017	ASAP, within 7 days of report receipt	First day of fall quarter, 2017	On or before Tuesday 10/24/17	Wednesday, 11/1/2017
Appraisals w/ Merit/Reappointments	N/A	Monday 5/1/2017	Monday 5/15/2017	Friday 9/22/2017	ASAP, within 7 days of report receipt	First day of fall quarter, 2017	On or before Tuesday 10/24/17	Wednesday, 11/1/2017
No Change	N/A	Monday 5/1/2017	Monday 5/15/2017	Monday 6/12/2017	ASAP, within 7 days of report receipt	First day of fall quarter 2017	On or before Tuesday 10/24/17	Wednesday, 11/1/2017
Normal Merits	N/A	Monday 5/1/2017	Monday 5/15/2017	Monday 6/12/2017	ASAP, within 7 days of report receipt	First day of fall quarter 2017	On or before Tuesday 10/24/17	Wednesday, 11/1/2017
Accelerated Merits, o/s, or Normal Merits w/new o/s	N/A	Monday 5/1/2017	Monday 5/15/2017	Monday 6/12/2017	ASAP, within 7 days of report receipt	First day of fall quarter 2017	On or before Thursday 11/16/2017	Friday, 12/1/2017
Promotion (to tenure, to Full Professor)	ASAP (5/17 for names, 8/18/17 for manuscripts)	Monday 5/15/2017	Friday 6/02/2017	<u>11/1/17 Ext Ref Deadline, 11/15/2017 AH Report</u>	ASAP, within 7 days of report receipt	Meeting/s in November, Dec, Early January	On or before Thursday 1/4/2018	Monday, 1/22/18
Advancements (to Step VI, to A/S)	ASAP (5/17 for names, 8/18/17 for manuscripts)	Monday 5/15/2017	Friday 6/02/2017	<u>11/1/17 Ext Ref Deadline (A/S), 11/15/17 AH Report</u>	ASAP, within 7 days of report receipt	EC meeting 1st week of December	On or before Thursday 1/4/2018	Monday, 1/15/18
Notes for Candidates:					Notes for AdHoc Committees:			
<ul style="list-style-type: none"> All files will be shared with ad hoc and EC via OneDrive. NEW biobib form and subsections must be used for every file. October 15th is the cut-off date for listed, projected service or teaching related activities for this cycle and is also the deadline for deferral requests. If you plan to defer, please let the chair know ASAP. Please complete the dept. Notice of Project in Progress form when you plan to turn certain materials later due to needing to work on them in early summer. Since this alters ad hoc due dates for affected files, please get ALL pubs in by 8/20. 					<ul style="list-style-type: none"> Ad Hoc committees, please feel complete your reports with bibliographical references each time a publication is mentioned and turn in your reports, UNDATED, as early as they are completed. If there are multiple members of your committee, please have the ad hoc chair indicate who will receive which parts of the file. 			
<ul style="list-style-type: none"> For policy and file preparation guidelines, please consult Academic Files Coordinator, x 43215. 					<ul style="list-style-type: none"> For career review files, please submit external referee recommendations and advise on publications to be shared with reviewers in MID Spring. Per dept. bylaws, department vote is required for "more than one step or more than one year" accelerated files, all 4th year appraisals, and all promotions) 			

*****PLEASE HAVE BIOBIB UPDATED FOR YOUR FILE DETERMINATION MEETING WITH THE CHAIR. CALL AFC WITH ?S.*****