The College of Letters and Science’s calendar for academic personnel actions effective July 1, 2013 is below. Please do not use the deadlines listed on the campus Academic Personnel Office (APO) calendar, as those are the dates by which the deans must submit their recommendations to APO.

The purpose of this calendar is to distribute the anticipated workload over the course of the academic year. It is important that all deadlines be met, but it is especially important for those cases that require campus ad hoc committees. If possible, please submit your cases early, especially for normal merits within the associate and full professor levels.

**Review materials**

The cut-off date for inclusion of materials in all cases, with the exception of promotions and final appraisals, is June 30, 2012. For cases of promotion and final appraisal, materials completed up to the established calendar deadline will be accepted. APM 220-18 provides important guidelines for eligibility regarding advancement through the steps of the professorial series.

No advancement case will be considered unless there is certification that the forms for reporting compensated outside professional activities and additional teaching activities (categories I and II) have been submitted in accordance with the policy. Please refer to APM 025 regarding University policy concerning conflict of commitment and outside activities of faculty members.

**Deferral of submission of cases**

If you are unable to meet the deadlines below, a formal request for postponement of a case must be made to your divisional dean prior to the deadline. Late cases will be given a low priority in the review process.

If you have any questions, please contact your divisional dean’s office. We look forward to working with you in the coming year.

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**ASSISTANT PROFESSOR, ACTING ASST PROF, ACTING ASSOC PROF, ASST RESEARCH:**

- **For Fall Deadlines**
  - October 12, 2012  Final appraisals and promotions  
    - [If promotion to tenure is being recommended ahead of schedule, the fall submission deadline should be used.]
  - October 12, 2012  Terminations
  - October 12, 2012  Mid-career appraisals

- **November 9, 2012**  Merits
- **January 11, 2013**  Reappointments
- **January 11, 2013**  Regularizations

- **For Spring Deadlines**
  - January 11, 2013  Final appraisals and promotions
  - January 11, 2013  Mid-career appraisals

**ASSOCIATE PROFESSOR, ASSOCIATE RESEARCH:**

- **October 12, 2012**  Promotions to Professor
- **November 9, 2012**  Merits

**PROFESSOR, RESEARCH (FULL):**

- **November 16, 2012**  Merits to Steps II, III, IV and V
- **December 21, 2012**  Merits to Step VI, VII, VIII, IX and Above-Scale advancements
CLINICAL PROFESSOR, ADJUNCT SERIES, IN-RESIDENCE SERIES, SOE LECTURERS, SUPERVISOR OF PHYSICAL EDUCATION:
January 11, 2013  Promotions
      Merits
      Mid-career appraisals

POST-RETIREMENT APPOINTMENT (RECALL) & PROFESSOR OF THE GRADUATE SCHOOL:
February 11, 2013  Appointments and reappointments of recalled faculty (teaching and/or research)
February 11, 2013  Appointments and reappointments of Professors of the Graduate School

LECTURER SERIES AND OTHER UNIT 18 TITLES:
October 1, 2012  Excellence reviews with January 1 effective date
February 1, 2013  Excellence reviews with July 1 effective date
February 1, 2013  Advancement to Senior Lecturer designation
February 1, 2013  Merits for Continuing Lecturers
May 1, 2013  Reappointments for Pre-Six Lecturers

SPECIALIST SERIES, PROJECT SCIENTIST SERIES:
February 15, 2013  Promotions
      Non-delegated merits

COORDINATOR OF PUBLIC PROGRAMS:
January 11, 2013  Promotions to Rank VI and above
      Non-delegated merits

ACADEMIC ADMINISTRATOR, ACADEMIC COORDINATOR, FIELD PROGRAM SUPERVISOR:
February 15, 2013  Promotions
      Non-delegated merits

APPOINTMENT AT THE TENURE LEVEL FROM OTHER UC CAMPUSES:
January 4, 2013  To meet the April 1 intercampus deadline
      Allow a minimum of 4-6 weeks for campus review of tenured appointments

APPOINTMENT AT THE TENURE LEVEL FROM AAU INSTITUTIONS:
January 18, 2013  To meet the April 30 offer deadline date required by AAU
      Allow a minimum of 4-6 weeks for campus review of tenured appointments

ENDOWED CHAIRS:
February 15, 2013  Appointments & reappointments