

**DIVISION OF ARTS & HUMANITIES DEAN'S OFFICE DEADLINES FOR DEPARTMENTS
CASES WITH A JULY 1, 2019 EFFECTIVE DATE**

Current title, step	October 8	November 1	December 10	January 2	January 22	March 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 8 & below) Researcher (Step 8 & below) Lecturers SOE/PSOE			All cases except endowed chairs			
Professor (Step 8.5 & above) Researcher (Step 8.5 & above)					All cases except endowed chairs	
Adjunct Professors Endowed chair actions All other non-delegated titles						All cases
Unit 18 and other delegated titles (except pre-six lecturers; includes continuing lecturers)						All cases except excellence reviews
Lecturers (pre-six) – Excellence Reviews	Excellence reviews with 1/1 effective dates are due August 1; Excellence reviews with 7/1 effective dates are due December 1.					

PRE-SIX LECTURER CASES ARE DUE TO THE DEAN'S OFFICE:

By **May 14, 2018** (for academic year 2018-2019 re/appointments)

By **June 18, 2018** (for fall 2018 re/appointments)

By **November 12, 2018** (for spring 2019 re/appointments)

- *Campus deadline for candidate's submission of materials is **September 15**, though the department may set an earlier deadline. Cut-off date for case materials, with the exception of promotions and final appraisals, is **June 30, 2018**.*
- *For Assistant Professors with spring deadlines, candidates' deadline for submission of materials is December 1, unless the department has set an earlier deadline.*
- *For final appraisal (tenure) cases, 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.*
- *Any non-mandatory cases where the candidate has not signed off on the Review Summary by **February 1, 2018** will be automatically deferred to 2019. **This does not apply to Assistant Professors or mandatory five-year reviews.***
- *Cases for regularization (i.e., removal of the "Acting" prefix) may be submitted at any time.*
- *For tenure-level appointments, the intercampus deadline is **April 1** and the AAU deadline is **April 30**. Departments should alert the Deans' Office if Berkeley may need to seek a deadline waiver.*