

**DIVISION OF BIOLOGICAL SCIENCES DEAN'S OFFICE DEADLINES FOR  
DEPARTMENTS CASES WITH A JULY 1, 2020 EFFECTIVE DATE**

<b>Current title, step</b>	<b>Aug 15</b>	<b>Sept 15</b>	<b>Oct 1</b>	<b>Nov 1</b>	<b>Dec 9</b>	<b>Jan 6</b>	<b>Jan 27</b>	<b>Mar 1</b>	<b>Apr 1</b>
Senate Appointment Cases	Tenured faculty with 1/1 effective date	Non-tenured faculty with 1/1 effective date						Tenured faculty with 7/1 effective date	Non-tenured faculty with 7/1 effective date
Assistant Professor Acting Professor Acting Associate Professor Assistant Researcher			All cases except those with spring deadlines			Assistant Professor cases 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 chairs All other non-delegated titles eff								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 final sign-off of review summary in AP Bears **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, 2019**.*
- *Any non-mandatory cases where the candidate has not signed off on the Review Summary by **February 1, 2020** will be automatically deferred to 2021. **This does not apply to Assistant Professors or mandatory five-year reviews.***
- *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.*
- *Cases for regularization (i.e., removal of the "Acting" prefix) may be submitted at any time.*