

## Deadlines for Biological Sciences: Cases with July 1, 2023 effective date

Candidates' deadline for submission of materials is September 15, unless the department has set an earlier deadline. **For Assistant Professors with spring deadlines, candidates' deadline for submission of materials is December 1, unless the department has set an earlier deadline.**

See: [GuidelinesDirective-Timely Review](#)

Current title, step	September 1	October 17	November 15	December 15	January 16	February 15	March 1
Assistant Professor, PIR, Assistant Researcher		All cases except those with spring deadlines			Mid-career & final appraisals with spring deadlines		
Associate Professor, PIR Associate Researcher			All cases except endowed chairs				
Professor (Step VIII and below) Researcher (Step VIII and below)				All cases except endowed chairs			
Professor Step VIII.5 and above Researcher Step VIII.5 and above					All cases except endowed chairs		
Unit 18 Faculty	Excellence Reviews effective January 3				Excellence Reviews for July 1, and all non- delegated cases		Normal merit reviews (Continuing Lecturers)
Adjunct Professors (all ranks)						All threshold cases	Regular merit/ re-appt cases
All other titles (AC, etc.). Endowed chair appt/ re-appts						All cases	

### APPOINTMENT REQUEST DEADLINES:

**For Spring 2023:** Tenure- SEPT 1, 2022  
Non-tenure- OCT 1, 2022  
Unit 18- SEPT 1, 2022

**For Fall 2023:** Tenure- MAR 15, 2023  
Non-tenure- APR 15, 2023  
Unit 18- APR 15, 2023

Cases for regularization may be submitted at any time. For tenure-track appointments, the intercampus deadline is April 1 and the AAU deadline is April 30. To meet these deadlines, submit related cases at least one-month prior or alert the Dean's Office as soon as an appointment is under consideration if a deadline waiver may be needed.