

SOM PROCEDURE 1-12: Academic Personnel Review Process

A. References

- a. [Campus Policy: APP 1-12](#)

B. Tools

- a. Schedule for Academic Personnel Reviews 24-25
- b. SOM 24-25 Academic Review File Submission Deadlines
- c. SOM Committee Review Meetings Schedule, 24-25
- d. Campus Delegations of Authority

C. Authority and Responsibility

Authority:

The [Campus Delegations of Authority](#) sets forth the authority for academic personnel actions. The full scope of responsibilities are outlined in [APP 1-12](#). The following is a brief summary of relevant points found therein.

Responsibilities:

The department Chair is responsible for initiating the review, soliciting any confidential letters required for the file, providing the candidate under review with access to information and informing the candidate of the departmental recommendation. The department Chair is also obligated to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards.

Department chairs should establish, in writing, a deadline for the submission by candidates of all material for their review files. In all cases, candidates must have a reasonable period of time to gather and submit the material. The established deadline should also allow the necessary time for voting members of the department to review the material prior to the departmental meeting on the candidate's case.

The faculty is responsible to provide materials required for their file in a timely manner so that the department and Chair can move forward with the recommended action. Faculty must also review and sign the "Certification Statement for Academic Personnel Reviews", either electronically or via form [UCI-AP-50](#) to indicate that the full procedures outlined in APP 1-12 have been followed. If the individual under review believes the fairness procedures were not followed, the individual should so indicate on the form. It is then the chair's responsibility to discuss the omitted procedural step(s) with the candidate in order to remedy the situation.

D. Procedure

All applicable provisions of AP Policy 1-12 apply.

File Deadlines

The School of Medicine has established its own schedule for Academic Personnel Reviews. A schedule of review file deadlines and SOM committee dates for the current review cycle is listed at the end of this policy.

Files received by the SOM Dean's office after the dates listed here are considered late. Accelerated files will not be accepted after the date listed below and will be returned for re-submission during the next academic year. Departments are required to report any file(s) that will arrive after the deadlines listed below using the Department Late File Justification report and a Chair's memo. This submission will list any late files, the explanation of delay, and a date by which the department will submit the file to the SOM Dean's office. The report and memo are due within one week of the established file review deadlines.

Chairs must establish due dates to enable timely handling of files in order to meet the Academic Affairs Office (AAO) deadline. The table below lists deadlines, but when the file is ready, departments should forward it to the AAO so it can be processed as expeditiously as possible.

Procedures Regarding Eligibility

The department chair is responsible for making certain that there is an annual informal review of the status of each faculty member in the department with regard to his/her time at rank and step (see Normal Time in Step Chart below). Cases of possible eligibility for merit increase or promotion shall be examined (APM 22080-b) and a **Proposed Academic Action Report** is due to the Academic Affairs Office by **May 1, 2024**.

Faculty are eligible for advancement or promotion each year; however, advancement usually occurs in conjunction with completion of normal time in step. After the required consultation with members of the faculty, a department may recommend one of the following actions detailed in [APP 3-40: Types of Action](#)

School of Medicine Committee Review

The following files require SOM Committee Review....

Schedule below

E. Tools

- Academic Personnel Reviews, 24-25
- School of Medicine 24-25 Academic Review Submission Deadlines
- Committee Review Meetings Schedule, School of Medicine 24-25

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Schedule for Academic Personnel Reviews, 24-25

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School of Medicine 24-25 Academic Review Submission Deadlines

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Committee Review Meetings Schedule, School of Medicine 24-25

End

SCHEDULE FOR ACADEMIC PERSONNEL REVIEWS

2024-2025

Chairs must establish due dates to enable timely handling of files in order to meet the Academic Affairs Office (AAO) deadline. The table below lists deadlines, but when the file is ready please forward it to AAO so it can be processed as expeditiously as possible.

Personnel Review Action	Due Date	File Item Cutoff Date
Chair meets with Faculty to discuss Proposed Academic Actions	March 2024	
Proposed Academic Action Report submission to Academic Affairs Office	May 1, 2024	
Solicitation of Letters of Recommendation (Promotions & Advancement to Above Scale)	June 1, 2024	
Academic Affairs Office will accept early file submission	August 1, 2024	September 30, 2024
Postponement of Tenure Review Files Merits, including one-year accelerations Accelerated Merits of two years or more Advancement to Professor Step VI No Change Reappointments Midcareer Appraisals Fifth Year Reviews	October 3, 2024	
Faculty Promotions (normal & accelerated) Deans Delegated Accelerated Merits	November 1, 2024	
Promotions (non-faculty academics) Non-reappointments Above Scale actions Merit, Deans Delegated All other actions, including non-Senate actions	December 2, 2024	

Procedures Regarding Eligibility

The department chair is responsible for making certain that there is an annual informal review of the status of each faculty member in the department with regard to his/her time at rank and step. (See Normal Time in Step Chart below). Cases of possible eligibility for merit increase or promotion shall be examined (APM 220-80-b) and a Proposed Academic Action Report is due to the Academic Affairs Office by May 1, 2024. Faculty are eligible for advancement or promotion each year, however, advancement usually occurs in conjunction with completion of normal time in step. After the required consultation with members of the faculty, a department may recommend one of the following actions detailed in [APP 3-40: Types of Action](#).

Normal Time in Step

Professor Series or Equivalent Titles					
Assistant Professor 8 year limit, tenure-track		Associate Professor 6 years normal, tenured		Full Professor Indefinite, tenured	
Step	Period of Service (years)	Step	Period of Service (Years)	Step	Period of Service (Years)
I	2				
II	2				
III	2				
IV*	2				
V	2 (overlapping step)	I	2		
VI	2 (overlapping step)	II	2		
		III	2		
		IV	3 (overlapping step)	I	3
		V	3 (overlapping step)	II	3
				III	3
				IV	3
				V	3
				VI	3
				VII	3
				VIII	3
				IX	4 normal minimum
				A/S	4 normal minimum

** On this campus, the normal period of service at the rank of Assistant Professor is six years. (The maximum allowable period of service may not exceed eight years under the Eight-Year Rule. See APM 133.) The normal period of service at a given step is two years.*

Departments are required to review each faculty member at the Associate or Full ranks who is at normal time in step and to make a recommendation for or against advancement. Departments are required to review each faculty member at the Assistant rank who is at or above normal time in step and to make a recommendation for or against advancement. Assistant Professors cannot [defer](#). Because there is no specified normal time at Professor Step V and above, service at these steps maybe of indefinite duration, however will require a Fifth Year Review ([APM-200](#)). Advancement to Steps VI, VII, VIII, and IX usually will not occur until at least three years of service at the lower step. Advancement to Above-Scale usually will not occur until at least four years of service at Step IX. See [APP-1-12: Academic Personnel Review Process](#) for further detail.

School of Medicine 24-25 Academic Review File Submission Deadlines

File Type *Files are due by 5pm on the deadline date	Due to SOM Academic Affairs Office
Postponement of Tenure Review	10/3/2024
Merits and Accelerated Merits – VP/CAP delegated*	10/3/2024
Midcareer Appraisals – VP/CAP delegated	10/3/2024
No Change	10/3/2024
Reappointments - VP/CAP delegated	10/3/2024
Fifth Year Reviews	10/3/2024
Advancements to Professor, step VI (VP/CAP delegated)	10/3/2024
All Faculty Promotions (normal and accelerated)*	11/1/2024
Dean Delegated Accelerated Merits*	11/1/2024
Advancements to Professor, step VI in the HS Series	11/1/2024
Non-reappointments	12/2/2024
Above Scale actions	12/2/2024
Dean-Delegated Faculty Reappointments, Merits, and MCAs	12/2/2024
Dean-Delegated Non-Faculty Merits and Promotions (for ARUs and non-represented Researcher series)	12/2/2024

*Accelerated Actions will not be accepted by the SOM AA Dean's Office after 3/3/25

COMMITTEE REVIEW MEETINGS SCHOOL OF MEDICINE 2025

ARAC (Academic Resources Advisory Committee) Meets 3rd Thursday of every month at 4:00pm

Reviews:

(*3rd Wednesday in June due to University Holiday)

All New Appointments:	Line Series, In Residence Series, Adjunct Series
All Promotions:	Line Series, In Residence Series, Adjunct Series
All Change of Series into	Line Series, In Residence Series, Adjunct Series
Advancement St VI & A/S	Line Series, In Residence Series, Adjunct Series
Above Scale Merit II & III	Line Series, In Residence Series, Adjunct Series
Accelerated Actions of two or more years	Line, In Residence Series, Adjunct Series

CXAC (Clinical X Advisory Committee) Meets 3rd Monday of every month at 8:00 a.m.

(*4th Monday in January/February due to University Holidays)

Reviews:

All New Appointments:	Clinical X Series
All Promotions:	Clinical X Series
Advancement St VI & A/S	Clinical X Series
Above Scale Merit II & III	Clinical X Series
All Changes of Series into	Clinical X Series
Accelerated Actions of two or more years	

CFAC (Clinical Faculty Advisory Committee) Meets 2nd Tuesday every month at 7:00 a.m.

Reviews:

All New Appointments:	Health Sciences Clinical Series (Except H.S. Clinical Instructor)
All Promotions	Health Sciences Clinical Series
Advancement St VI & A/S	Health Sciences Clinical Series
All Changes of Series into	Health Sciences Clinical Series
All Accelerations	Health Sciences Clinical Series

VFAC (Volunteer Faculty Advisory Committee) Meets 3rd Wednesday of every month at 12:00 p.m.

Reviews:

All New Appointments	Volunteer Faculty
All Promotion	Volunteer Faculty

**FILES MUST BE RECEIVED IN THE DEAN'S OFFICE AT LEAST 15 DAYS PRIOR TO THE MEETING DATE
IN ORDER TO BE ON THE AGENDA FOR THE MONTHLY MEETING**

CFAC Dates		ARAC Dates		CXAC Dates		VFAC Dates	
Meeting	Deadline	Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
1/14	12/23	1/16	12/23	1/27	1/10	1/15	12/23
2/11	1/27	2/20	2/5	2/24	2/7	2/19	2/4
3/11	2/27	3/20	3/5	3/17	2/28	3/19	3/4
4/8	3/24	4/17	4/2	4/21	4/4	4/16	4/1
5/13	4/28	5/15	4/30	5/19	5/2	5/21	5/6
6/10	5/26	6/18	6/4	6/16	5/30	6/18	6/3
7/8	6/23	7/17	7/2	7/21	7/3	7/16	7/1
8/12	7/28	8/21	8/6	8/18	8/1	8/20	8/5
9/9	8/25	9/18	9/3	9/15	8/29	9/17	9/2
10/14	9/30	10/16	10/1	10/20	10/3	10/15	9/30
11/18	10/28	11/20	11/5	11/17	10/31	11/19	11/4
12/9	11/24	12/18	12/3	12/15	11/28	12/17	12/2