

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	
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	September 30, 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.