

## CALENDAR GUIDELINES FOR 2009-10 ACADEMIC PERSONNEL ACTIONS

### **Deadlines:**

The calendar deadlines have been established in order to distribute the anticipated workload over the course of the academic year and to ensure that reviews are completed prior to the July 1, 2009, effective date. Departments are encouraged to submit cases earlier than established deadlines, especially normal merits.

### **Cut-Off Dates:**

The cut-off date for inclusion of materials in all cases, with the exception of appraisals and promotions, is June 30, 2008. For cases of promotion and appraisal, new materials completed up to the established calendar deadline will be accepted.

### **Late Submission of Cases:**

It is the department chairs'/deans' responsibility to ensure that cases are submitted by the established campus and/or college deadlines so that review can be completed prior to July 1. In order to meet the campus deadlines, departments should establish internal deadlines for receipt of materials from the faculty, e.g. September 15. In those cases where the faculty member has not met the internal deadline, the chair can (and should) defer the case to the following year. Subsequent reviewers (the dean, the Budget Committee, and the Vice Provost) may also defer the case if the chair chooses to send the late file forward. The deferred submission will normally not result in a retroactive effective date nor any sort of exceptional salary or step adjustment when the case is reviewed the following year.

Periodically, there are reasons for late submittal of salary actions, i.e. illness of the candidate or family member, outside offers, etc., but these should be the exception, not the rule. In all cases, extensions to the deadlines must be formally requested in advance from the Vice Provost. Late cases will continue to be given a low priority in the review process. Priority is always given to appointments, tenure reviews, and retentions. Requests for retroactive action will not normally be considered.

### **Promotions to Tenure:**

Cases for promotion to tenure and final appraisals should have the highest priority. The deadline dates for these reviews in both the fall and spring have been extended to allow departments time to conduct the review. If promotion is being recommended outside of a scheduled appraisal or tenure review, the fall deadline date should be used. Later submissions may delay final decisions until the fall with an effective date other than July 1, 2009.

### **Five-Year Reviews:**

Departments should submit cases for 5-year reviews in accordance with the calendar for the rank and step of the candidates. A one year deferral is allowed, but it is not automatic and must be requested in advance from the Vice Provost and only where there is a compelling reason, such as a need to complete and submit publications. The deadline for requesting a deferral is also in accordance with the calendar. The department chair has the responsibility to submit five year reviews even in the absence of submission of materials by the candidate, using information available in departmental files. In these cases, the department should document attempts to obtain the materials from the candidate.

**Tenure Level Appointments:**

Appointments normally take 4-6 weeks to review at the campus level. When recruiting from other UC campuses or AAU institutions, please be cognizant of the deadlines by which offers can be made and which titles are involved. For intercampus deadlines, offers must be made by April 1 and for AAU member institutions by April 30. Although we can request that other institutions waive the deadlines, such requests have been denied in the past. In addition, the later in the academic year a case is submitted, the more difficult it is for the campus to appoint a campus ad hoc review committee and receive a report in a timely manner. Experience has shown that cases submitted at the end of the spring semester or during the summer are often not completed until the fall semester. If cases are submitted very late, i.e. after July 1, the appointment may have a later effective date. We therefore encourage departments to establish timelines for their departmental searches that will allow completion of the search and submission of materials in February or March.

**Intercampus Recruiting:**

Department chairs should familiarize themselves with the intercampus recruitment guidelines in APM 510, Appendix A, especially the salary offer limits. All requests for information regarding salaries of those being recruited from other UC campuses or offers being made to Berkeley faculty should be routed through the Academic Personnel Office for formal confirmation with the other campus. Department chairs or deans should not be negotiating directly with other campuses regarding salaries.

**Outside Offers:**

Cases with outside offers should be submitted as quickly as possible in order to allow time for a thorough review. If the last review was effective 7/1/08, a retention case can be submitted with recommendation letter(s), a copy of the outside offer, and an updated CV. In all other cases, a complete advancement case must be submitted with the retention request.