May 23, 2012

DEANS, DIRECTORS, AND DEPARTMENT CHAIRS:

The Calendar for Academic Personnel Actions effective during the 2013–14 academic year is now available at http://apo.chance.berkeley.edu/. The calendar deadlines have been established in order to distribute the anticipated workload over the course of the academic year and to ensure that most reviews can be completed prior to the July 1, 2013, effective date.

Over the past five years, the late submission of cases has become the rule rather than the exception. While we have seen a modest increase in the number of timely cases this past year, the majority of cases continue to be late. This is a problem for the campus because it results in late decisions for our faculty, leaving them anxious, demoralized, or both.

I ask that college deans work closely with their department chairs to establish departmental deadlines for submission of materials by faculty members and to meet college deadlines for departmental submissions. Faculty members should be able to expect timely review of their cases; chairs and deans should bear in mind that candidates can view the routing of their cases in APBears. Chairs and deans should be able to expect timely submission of materials from candidates, who should bear in mind that reviewers at every level can view the date on which they submitted their materials.

I am certain that with renewed attention to this issue, we can do better by our faculty. I would welcome your suggestions concerning ways to improve the flow of cases through the review pipeline.

A final note about retention cases, which must often fall outside the normal review cycle: if the last review was prior to July 1, 2012, the retention request should be accompanied by a merit case. If a deadline would make this impossible, please immediately consult with me.

Questions can be directed to the Academic Personnel Office at APpolicy@berkeley.edu.

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Vice Provost for the Faculty