

## Appendix A: Deadlines for review materials to be submitted to each level of review

### Important Information regarding deadlines:

**Extensions** must be requested prior to the due date of the action through the primary/home school/college. No extensions for the submission of late merits or promotions will be granted without strong justification. Authority to grant extensions to the published deadlines and/or issue administrative deferrals will depend on the delegation of the eligible action. **Extension requests need to include** the following information: the action type, the current status, the proposed status, the original due date, proposed due date, reason for extension, a timeline, and if applicable previous extension request info. **Note: Extensions will not be granted for accelerated promotion actions.**

- **Non-redelegated actions:** Requests for extensions to the deadlines for non-redelegated actions must be submitted with justification to the Office of the Vice Provost, via the Dean's Office, for Vice Provost approval. If the candidate has not been approved for an extension and does not submit a substantially complete advancement packet to their voting unit by the published deadline, the Vice Provost—Academic Affairs has the right to deny a request for extension and issue an administrative deferral on a case-by-case basis. Note: five-year reviews, appraisals, and 7<sup>th</sup>-year tenure cases cannot be designated as Administrative Deferrals. Although these actions cannot be administratively deferred, extension requests are still required.
- **Redelegated actions:** Requests for extensions to the deadlines for redelegated actions must be submitted with justification to the Dean's Office for approval. Deans may exercise the use of administrative deferrals at their discretion.

**All Senate and Federation appointment actions with an effective date other than July 1** should be received at the Senate Office at least six weeks prior to the effective date of the appointment.

**Any retroactive action** requires the review and approval of the Vice Provost--Academic Affairs, including actions normally redelegated to the dean for approval. An action is retroactive if the dean is not able to make a decision within 60 days after the effective date of the action. This does not apply to Health Sciences Clinical Professors.

**Deferrals, Postponements, 5-year reviews, and Career Equity Reviews** are due in the Office of the Vice Provost--Academic Affairs at the same time the corresponding regular action would be due. This is to ensure timely decisions to pursue regular actions.

**Redelegated actions that become non-redelegated during the review process:** the dean's office is required to contact the appropriate Academic Affairs analyst team, to establish a new deadline based on the following:

- **2 weeks standard extension** = when a redelegated action changes to a 2.0 step increase action (e.g., merit from Professor, Step 3 to Professor, Step 5);
- **5 weeks standard extension** = when a redelegated action changes to a 2.0 step increase action that crosses a barrier step (e.g., merit from Professor, Step 4 to Professor, Step 6);
- **8 weeks standard extension** = when a redelegated action changes to one which now requires extramural letters (e.g., merit from Professor, Step 8.5 to Professor, Above Scale, or a merit that is returned by the central review committee for consideration as a promotion).
- *Any requests for longer or additional extensions beyond these standard extensions must be submitted with strong justification to Academic Affairs for the Vice Provost's consideration.*

Review Type	Deadline materials are finalized and due to the following location: <sup>1</sup>			
	Notice of Eligibility to Candidate <sup>2</sup>	Department	Dean's Office <sup>3</sup>	VP Office (Non-Redelegated) Senate Office (Redelegated)
<b>Promotion to Associate Professor (or equivalent titles) and promotions for some Academic Federation titles to the Associate rank, including the following title series:</b> Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Professor of Teaching, _in the AES, Specialist in Cooperative Extension		10/11/2024	11/1/2024	11/15/2024
<b>All other Promotions for the following title series:</b> Professor, Professor in Residence, Professor of Clinical_, Professor of Teaching, _in the AES, Specialist in Cooperative Extension		11/1/2024	11/15/2024	12/13/2024
<b>Promotion to Associate rank in the following Federation title series:</b> Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, and Specialist	9/26/2024	11/8/2024	12/2/2024	12/20/2024
<b>All other Promotions in the following Federation title series:</b> Academic Administrator, Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Senior Continuing Lecturer, and Specialist	9/30/2024	11/12/2024	12/10/2024	1/10/2025
<b>Merits to Associate rank, Steps 4 and 5 for Professional Researchers, Specialist in Cooperative Extension, and Academic Senate titles that are not redelegated (see the delegation of authority)</b>	9/30/2024	11/12/2024	12/10/2024	1/17/2025
<b>All Merits to Full rank, Step 6, Above Scale Merits, and other Non-Redelegated actions:</b> <ul style="list-style-type: none"> <li>• Third action and beyond for Department Chairs</li> <li>• Associate Deans</li> </ul>	10/4/2024	11/15/2024	1/10/2025	1/31/2025

<sup>1</sup> These deadlines reflect the latest possible dates for submission of materials. Departments and Dean's Offices may set earlier deadlines.

<sup>2</sup> Per the Contract for the Academic Researchers Unit (RA) between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW), academic researchers shall receive written notification of eligibility at least six (6) weeks before materials are due.

<sup>3</sup> Departments are required to allow the candidate 10 calendar days prior to submitting the action to the dean's office to review the final department letter and submit a rejoinder.

Review Type	Deadline materials are finalized and due to the following location: <sup>1</sup>			
	Notice of Eligibility to Candidate <sup>2</sup>	Department	Dean's Office <sup>3</sup>	VP Office (Non-Redelegated) Senate Office (Redelegated)
<b>Merits and Promotions for:</b> Librarian titles ( <i>including</i> : Law Librarian, and Assistant, Associate University Librarian)			11/15/2024	2/21/2025
<b>All other</b> Academic Senate and Federation actions, including all 2.0-step merits that started as redelegated.	11/25/2024	1/7/2025	1/31/2025	2/21/2025
<b>Appraisals:</b> Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Professor of Teaching, __ in the AES, Specialist in Cooperative Extension, and the Adjunct Professor series.		1/7/2025	1/31/2025	3/14/2025
<b>Appointments<sup>4</sup></b> effective July 1, 2024 that require Vice Provost or Chancellor approval		3/7/2025	3/27/2025	5/2/2025
<b>Appointment/Reappointment of Endowed Chair/Professorship</b> including Administrative Endowed Chairs/Professorships			10 weeks prior to effective date	8 weeks prior to effective date

<sup>1</sup> These deadlines reflect the latest possible dates for submission of materials. Departments and Dean's Offices may set earlier deadlines.

<sup>2</sup> Per the Contract for the Academic Researchers Unit (RA) between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW), academic researchers shall receive written notification of eligibility at least six (6) weeks before materials are due.

<sup>3</sup> Departments are required to allow the candidate 10 calendar days prior to submitting the action to the dean's office to review the final department letter and submit a rejoinder.

<sup>4</sup> Fiscal year non-redelegated appointments as well as academic year non-redelegated appointments effective November 1 or March 1 must be submitted 8 weeks prior to the effective date to the Vice Provost's Office.