

October 20, 2026

# Academic Advancement and Q&A

# Academic Personnel Manual

Academic Affairs > Policies > Academic Personnel Manual

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Universitywide policies listed below begin with "APM." UC Davis policies and procedures begin with "UCD" and are highlighted below. Not all Universitywide policies have UCD procedures. Universitywide policies are issued by the Office of the President and apply to all campuses and laboratories. UCD procedures are developed by Academic Affairs and issued by the Offices of the Chancellor and Provost and apply only to UCD, which includes all units under the jurisdiction of UC Davis, located in Davis, Sacramento, and all off-site locations.

Throughout these policies, the term "Chancellor" refers to the Chancellor and/or the Chancellor's designee. Responsibilities that cannot be redelegated by the Chancellor are stated explicitly within the policy.

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### I. General University Policy Regarding Academic Appointees

| Policies                                |   |
|-----------------------------------------|---|
| Academic Enrichment Fund (AEF) Accounts |   |
| Academic Advisories                     |   |
| Academic Personnel Manual               |   |
| Access To Records                       |   |
| Accommodations                          |   |
| Ad Hoc Committees                       |   |
| Annual Call                             | + |
| Appointment And Advancement             |   |

# Chair's Roles in the Academic Personnel Process:

See: APM 245, APM UCD 245A, Exhibit A: Duties of Clinical Department Chairpersons

- *Liaison* between faculty member & Dean/Administration
- Proactive *mentor* in career advancement of faculty
  - Meet at least annually with each faculty member (more frequently with junior faculty)
- Ensures department and university policies are followed in all personnel actions
- Agent for change in making personnel processes fairer and more efficient
- Sets the standard for department climate and modes of interaction

# THE ANNUAL CALL

- Issued in summer (e.g., August 2026)
- Reminders about process steps and best practices
- Due dates for academic personnel actions to department, Dean's office, and Vice Provost's office
- Identifies what has changed since last year, and offers reminders and clarifications about things to do or to avoid
- Make sure to read the Annual Call and discuss it with your academic personnel staff member!!!
- Make sure to discuss the important changes with your faculty, as well

# ANNUAL CALL: Deadlines

## New 2026-2027 deadlines for academic personnel actions

Academics who do not submit their materials to their departments by the due dates in Appendix A must request in writing an extension from the Dean with a just cause (e.g., illness) provided. **No more than two (two-week) extensions will be granted to the academic, and if the dossier is not submitted at the end of the second approved extension, then the action will become an administrative deferral.** Eligibility will be updated to the next review cycle unless an exception with strong justification is approved by the Vice Provost.

Academics should be strongly encouraged to write their optional candidate statements as early as possible, including over the summer for actions due to their department in fall quarter. Please ask faculty to have their dossiers completed by September 1, 2026 for fall actions, even if they are academic year faculty.

# ANNUAL CALL: Deadlines

## Late Submission of Actions

- Accelerated promotion actions are voluntary and not eligible for extensions.
- Departments should identify and receive acceptances from extramural reviewers as early as February or March of the year preceding the advancement action, even if the extramural letters are not due until fall. Many extramural letter writers will only agree to writing a certain number of letters in an academic year, so the earlier the departments can obtain commitments, the better.
- Departments are encouraged to conduct preliminary votes well in advance of the deadline for actions that could trigger the need for extramural letters (e.g., promotion or advancement to Step 6 or Above Scale). Earlier voting should minimize delays.

# Key Deadlines for Fall 2026

| Review Type                                                                                                                                                                                     | Notice of Eligibility to Candidate Deadline <sup>2</sup> | Department Deadline | Dean's Office Deadline <sup>3</sup> | VP Office (Non-Redelegated) Senate Office (Redelegated) Deadline |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------|-------------------------------------|------------------------------------------------------------------|
| Promotion to Associate Professor                                                                                                                                                                |                                                          | 10/9/2026           | 10/30/2026                          | 11/16/2026                                                       |
| All other Promotions                                                                                                                                                                            |                                                          | 10/30/2026          | 11/16/2026                          | 12/11/2026                                                       |
| Promotion to Associate rank <i>in the following Federation title series</i> : Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, and Specialist | 9/24/2026                                                | 11/6/2026           | 11/30/2026                          | 12/18/2026                                                       |
| All other Promotions <i>in Federation title series</i>                                                                                                                                          | 9/28/2026                                                | 11/9/2026           | 12/8/2026                           | 1/8/2027                                                         |
| Merits to Associate rank, Steps 4 and 5                                                                                                                                                         | 9/28/2026                                                | 11/9/2026           | 12/8/2026                           | 1/15/2027                                                        |
| All Merits to Full rank, Step 6, Above Scale Merits, and other Non-Redelegated                                                                                                                  | 10/2/2026                                                | 11/16/2026          | 1/8/2027                            | 1/29/2027                                                        |
| All other Academic Senate and Federation actions, including all actions that started as redelegated.                                                                                            | 11/23/2026                                               | 1/5/2027            | 1/29/2027                           | 2/19/2027                                                        |