TIMELINE FOR ACADEMIC PERSONNEL REVIEWS 2022-2023

File Type:	Career review mss and e-pubs in for ad hoc review, student sol. info and ext ref names submitted	Material to Samantha via Shared One Drive Folder or Dropbox.	Department OneDrive Folder Share to Ad Hoc by:	Ad-hoc Report Due Dates:	File Release for EC/Chair review by Cand.	Files ready for EC/Dept.	Chair's Letter and file back to AFC/AP ONLINE UPLOAD	Due at Dean's Offices
Merits above A/S	N/A	5/2/2022	5/13/2022	6/6/2022	ASAP, within 7 days of report receipt	First day of fall quarter, 2022	On or before 10/17/22	11/1/2022
Appraisals w/ Merit/Reappointments	N/A	5/2/2022	5/13/2022	9/16/2022	ASAP, within 7 days of report receipt	First day of fall quarter, 2022	On or before 10/17/22	11/1/2022
No Change	N/A	5/2/2022	5/13/2022	6/6/2022	ASAP, within 7 days of report receipt	First day of fall quarter 2022	On or before 10/17/22	11/1/2022
Normal Merits	N/A	5/2/2022	5/13/2022	6/6/2022	ASAP, within 7 days of report receipt	First day of fall quarter 2022	On or before 10/17/22	11/1/2022
Accelerated Merits, o/s, or Normal Merits w/new o/s	N/A	5/2/2022	5/13/2022	6/6/2022	ASAP, within 7 days of report receipt	First day of fall quarter 2022	On or before 11/15/2022	12/1/2022
Promotion (to tenure, to Full Professor)	ASAP (5/17 for names, 8/15/22 for manuscripts)	5/13/2023	5/27/2022	11/1/22 Ext Ref Deadline, 11/15/2022 AH Report	ASAP, within 7 days of report receipt	Meeting/s in November, Dec, Early January	On or before 1/3/2023	1/20/2023
Advancements (to Step VI, to A/S)	ASAP (5/17 for names, 8/15/22 for manuscripts)	5/13/2022	5/27/2022	11/1/22 Ext Ref Deadline (A/S), 11/15/22 AH Report	ASAP, within 7 days of report receipt	EC meeting 1st week of December	On or before 1/3/2023	1/13/2023

Notes for Candidates:	Notes for AdHoc Committees:
• All files will be shared with ad hoc and EC via OneDrive. NEW biobib form and subsections must be used for every file.	• Ad Hoc committees, please feel complete your reports with bibliographical references each time a publication is mentioned and turn in your reports, UNDATED, as early as they are completed.
• **October 15th** is the **cut-off date for listed, projected service or teaching related activities** for this cycle and is also the **deadline for deferral requests. If you** plan to defer, please let the chair know ASAP.	• If there are multiple members of your committee, please have the ad hoc chair indicate who will receive which parts of the file.
• Please complete the dept. Notice of Project in Progress form when you plan to turn certain materials later due to needing to work on them in early summer. Since this alters ad hoc due dates for affected files, **please get ALL pubs in by 8/16**.	• For career review files, please submit **external referee recommendations and advise on publications to be shared with reviewers in MID Spring**.
• For **policy and file preparation guidelines**, please email AP Analyst, sbarlow@ucsd.edu	• Per dept. bylaws, **department vote** is required for "more than one step or more than one year" accelerated files, all 4th year appraisals, and all promotions)

PLEASE HAVE BIOBIB UPDATED FOR YOUR FILE DETERMINATION MEETING WITH THE CHAIR. Email APA WITH ?S.