## 2017-2018 SOM Academic Personnel Deadlines Promotions, Merits, Appraisals, Five-Year Reviews, and Administrative title reviews

 The following deadlines have been established for submission of review dossiers to the School of Medicine Dean's Office, Academic Personnel. Extensions require strong, written justification from the Department Chair to the Associate Vice Chancellor of Academic Personnel prior to the deadline for the action;

Our deadlines are on Mondays as seen below. Please submit the actions before these dates so they have arrived by the start of business on that day.

September 28 <sup>th</sup> , 2017	Promotions to Associate rank for all series <u>except</u> HSCP *Or Deferral, Or Five Year Review
October 16 <sup>th</sup> , 2017	Promotions to Full rank All HSCP Promotions Merit increases:  • <u>Deans</u> (all levels and ranks, including those with a Joint Appointment)
	<ul> <li><u>Department Chairs</u>, starting at 3 <u>action and beyond</u> since Chair appointment</li> <li>*Or Deferral, Or Five Year Review</li> </ul>
October 30 <sup>th</sup> , 2017	Merits to Step VI All Accelerations in Time *Or Deferral, Or Five Year Review Administrative reviews (usually every 5 years)  • Department Chairs  • Center Directors  • Deans  • Endowed Chairs or Professors
November 20 <sup>th</sup> , 2017	Merits to Associate, Step 4 or 5 (by permission of AVC) Above Scale Merits *Or Deferral, Or Five Year Review
December 18 <sup>th</sup> , 2017	Merits/Appraisals *Or Deferral (Deferral requests allowed on the merit action only, no deferral requests will be granted for appraisal action)
January 22 <sup>nd</sup> , 2018	First normal merit(s) after Appointment or Promotion

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