

## 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 except HSCP  
\*Or Deferral, Or Five Year Review

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**October 16<sup>th</sup>, 2017**

Promotions to Full rank  
All HSCP Promotions  
Merit increases:

- Deans (all levels and ranks, including those with a Joint Appointment)
- Department Chairs, starting at 3<sup>rd</sup> action and beyond since Chair appointment

\*Or Deferral, Or Five Year Review

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**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

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**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

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**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)

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**January 22<sup>nd</sup>, 2018**

First normal merit(s) after Appointment or Promotion