

2023-2024 Schools of Health Academic Personnel
Deadlines

Due to Academic Personnel	Type of Action
Friday, August 25, 2023	Promotions to Associate and Full in all series <i>except</i> HSCP
Friday, September 15, 2023	Promotions, all HSCP Administrative Actions: Deans, Department Chairs, Directors, Regular & Administrative Endowments
Friday, October 13, 2023	Promotions, all other Federation titles Merit increases for Deans and Department Chairs
Friday, October 27, 2023	Merits to Associate, Step 4 or 5 (by permission of AVC) Merits to Full, Step 6 Above Scale Merits Five-Year Reviews
Friday October 31, 2023	Vice Chair Reappointments
Friday, December 1, 2023	Regular Merits Appraisals
Friday January 19, 2024	"First After" Merits (1 st normal merit after appointment or promotion)

Reminders for Academic Reviews

- Refer to [APM advancement policies](#), [Academic Affairs Forms and Checklists](#), and [Delegations of Authority](#) when preparing actions. The Schools of Health MIV Guide can be found [here](#)
- RA Unit Members: A "Notice of Eligibility" letter for a merit/promotion review is required to be issued to candidate at least six (6) weeks before the review materials are due to the department administrator.
- Appraisals and Five-Year Reviews may not be deferred.
- Deferrals are due at the same time the action that is being deferred is due.
- If a Five-Year Review is submitted in lieu of eligible action, it's still due on the respective action deadline.
- For "declined" merits that do not route via MIV (merit at Professor, Step 5 or above) a written notice/email from the candidate that he/she will not pursue action with the Chair acknowledgement is required to be submitted to your AP Analyst
- Notify your assigned AP Analyst when an action has been routed to the School/College level in MIV.

Extensions:

Extension requests must be submitted prior to the due date; email your AP Analyst the following:

1. Reason for the extension request
2. Anticipated date of submission (not to exceed 30 days from the date of extension request)

NOTE: Subsequent extensions will require a strong justification from the department, and Department Chair/Dean concurrence