

Schools of Health Academic Personnel Deadlines

Due Date	Action Type
8/23/2024	Promotions to Associate and Full in all series <i>except</i> HSCP
9/15/2024	Administrative Actions: Deans, Department Chairs, Directors, Regular & Administrative Endowments
9/20/2024	Promotions, all HSCP
10/11/2024	Promotions, all other Federation titles
10/11/2024	Merit increases for Deans and Department Chairs
10/31/2024	Vice Chair Reappointments
11/1/2024	Merits to Associate, Step 4 or 5 (by permission of AVC)
11/1/2024	Merits to Full, Step 6
11/1/2024	Above Scale Merits
11/1/2024	Five-Year Reviews
12/6/2024	Appraisals
1/10/2025	Regular Merits
3/7/2025	"First After" Merits (1 st normal merit after appointment or promotion)

Reminders for Academic Reviews:

- Refer to [APM advancement policies](#), [Academic Affairs Forms & 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.
3. No more than (2) 2-week extensions will be approved without strong justification from the department, and Department Chair/Dean concurrence.