FACULTY REVIEW FILE DEADLINES FOR 2012-13
Jacobs School of Engineering

October 1, 2012   Reconsideration of terminal decisions (effective prior AY)

October 15, 2012   Deferral or Special Requests

November 1, 2012   Appraisals
Advancements within Above Scale
Reappointments/merit actions requiring campus review
Actions for non-salaried appointees requiring campus review
Contested no-change actions

December 3, 2012   Accelerated Merit Advancements
Merits with new BOS or MOS to reset

January 18, 2013   Promotion (career review)
Career Review to or through Professor VI or Above Scale
Cross-over Merits
Termination decisions
Initial Continuing Appointments (Unit 18)

**Feb 28, 2013   Normal Merits (actions for which Dean has authority)
Continuing Lecturer Reappointments/Reviews (Unit 18)

Files requiring campus review will not be accepted by the Dean's Office after January 18, 2013.

Files requiring campus review (appraisals, accelerations, promotion/career reviews, terminations, further above scale, contested no-change, cross-over, BOS/MOS actions) MUST be received in the Dean's Office by January 18, 2013, or they will be deferred one year and must be resubmitted the following year with a July 1, 2014 effective date. This does not apply to those at the Assistant Professor level, those who have already received two consecutive deferrals (or have reached the 5-year maximum), non-salaried appointees, and any others granted an exception by the Dean. Per University policy, deferrals are not granted to those at the Assistant rank, to non-salaried appointees, or to faculty who must submit a file per APM 200 which states that "every faculty member shall be reviewed at least every five years." Department Chairs have the option to submit a no-change file (using the previous review file) if warranted by circumstances. A missed deadline may not be used as justification for retroactivity in a future review file.

**NOTE: Normal Merit files with no other actions – Departments are encouraged to submit files early; however, priority goes to CAP review files.