2013-14 School of Medicine, Academic Personnel Deadlines
Promotions, Merits, Appraisals, Deferrals, and Five-Year Reviews

The following deadlines have been established for submission of review dossier to the School of Medicine Dean’s Office, Academic Personnel. Please note that **deadlines will be strictly enforced.**

- Per order of the Vice Provost, no extensions will be granted for any accelerated actions, for any reason;
- No extensions will be granted for any other action without strong, written justification from the Department Chair to the Associate Dean of Academic Personnel **prior** to the deadline for the action;
- Deferrals are due at the same time the action is due to be submitted.
- If this is an action that does not require a formal deferral, the department is still required to provide an email or hard copy of a note from the department chair indicating that the candidate has decided not to pursue an action this year, i.e. merit to Professor, Step V or above.
- All Five-Year reviews are due at the same time the action is due to be submitted.
- Appraisals and Five-Year reviews **may not be deferred.**
- Lecturer Merits: Dossiers for lecturer merit actions are due in the Dean’s Office one quarter before the effective date of the action in order to allow enough time to review the action and make a decision before the effective date of the merit.

All personnel actions are to be processed through MyInfoVault for the 2013-2014 year.

**September 13, 2013**
Promotions to Associate Professor and Professor (and equivalent titles) (or deferral request or five-year Review)

**October 11, 2013**
Merit increases to Professor, Step VI and to Professor, Above Scale (or equivalent titles) or Notification from Chair to Associate Dean that candidate is not pursuing this action

Merit increases to Associate Professor, Step IV or Step V (or equivalent titles) (or deferral request or five-year review)

Accelerated merit increases that skip a step

Merit increases (or deferral request or five-year review):
- Deans (all levels and ranks, including those with a Joint Appointment)
- Department Chairs, starting at 3rd action and beyond since Chair appointment
- All other non-redelegated merit increases
December 13, 2013  First normal merit after appointment or promotion

January 10, 2014  Appraisals and normal merits (or merit deferral request) for appraisees only. Deferral requests allowed on the merit action only. No deferral requests will be granted for appraisal action.

Redelegated merit increases (other than those indicated above), or deferral requests

Accelerated merits that do not skip a step

Merit increases and promotions (or deferral request)
- Academic Administrators
- Academic Coordinators