

Review File Deadlines

Actions	Department to Dean's office Due Dates	Dean to APS Due Dates
First Deferral – Dean's Authority Second Consecutive Deferral – EVC Authority	10/5/2026	10/26/2026
Appraisals Consecutive no-change actions Contested no-change actions Further Above Scale merits (50% or 100%) Actions for non-salaried appointees requiring campus review Reappointments/merits requiring campus review	11/4/2026	12/1/2026
Accelerated merits Accelerated Further Above Scale merits (>100%) Contested merit actions Bonus off-scale components proposed by Department Termination decisions	12/2/2026	1/12/2027
Reconsideration of Termination Decision	12/15/2026	2/15/2027
Reconsideration of Terminal Notice: Per PPM 230-220-82.e Reconsideration of a terminal notice must be received in APS no later than February 15 of the terminal year.	12/15/2026	2/15/2027
Promotions (career review) Advancements to or through Step VI (career review) Advancements to Above Scale (career review)	12/15/2026	2/16/2027
Bonus off-scale components proposed by Dean (for Dean's office to note—no action needed by the department)	--	3/8/2027
Actions that include a Career Equity Review	3/2/2027	4/5/2027
All actions for which deans have final authority	3/2/2027	5/3/2027

Departments must establish internal deadlines that will ensure accord with the above schedule. It is within your discretion to refuse materials not submitted in a timely manner. In such cases, files would be resubmitted for the 2028/29 review cycle.

Appointment File Deadlines

Initial Continuing Status and Continuing Appointments (Unit 18): Per Article 7b of the MOU between the Lecturers Unit (IX) and UC the excellence review and determination of instructional need shall be conducted in the academic year in which the 18th quarter of service occurs and shall be complete prior to the commencement of the 19th quarter of service. Continuing appointment files should be submitted <i>no later</i> than the start of a candidate's 18 th quarter to allow for sufficient processing time.		
Lecture Reappointment files	4/1/27	6/1/2027
UC Intercampus Transfers: offer letters issued after April 1 for an appointment effective the following academic year to candidates who currently hold Senate faculty titles require the candidate's current UC campus to agree to waive the recruitment deadline (see APM 510).		
New Faculty Appointment Files EVC/Chancellor Authority	5/1/27	For files w/ July 1 start dates that need to go to CAP
New Faculty Appointment Files (Asst I-III) Dean Authority	5/15/27	Need to complete post audit to APS by July 1

Application and Request Deadlines

Concurrent Deadlines for Other Files and Actions	Due to Dean	Due to AP
All Actions/Request Leaves, Reductions in Times ,Faculty Salary Exchange Program/Faculty Leverage Program (FSEP/FLP), Part-time Admin Compensation, Overload Teaching request , change in work location, etc. *Submissions should be in advance of payroll effective dates of the request.	4 weeks prior to APS deadline	<i>Fall Quarter: 4/1 Winter Quarter: 8/1 Spring Quarter: 12/1</i>
CAT I, Exceptions	40 calendar days prior to APS Deadline	<i>Fall Quarter: 4/1 Winter Quarter: 8/1 Spring Quarter: 12/1</i>
Sabbatical Leave Request	Academic Year Quarterly 4/1/27 1 Quarter prior	7/1/2027 1 Quarter prior
Negotiated Salary Program	4/15/27	5/15/2027