

## 3 Academic Reviews

### 1. General

Once appointed, most academic appointees will undergo review for reappointment and/or advancement at designated intervals. This almost always requires that the department, school or unit prepares an academic review file for the appointee.

A review file is prepared when an appointee is due to be considered for one or more of the following actions:

- a. Reappointment (for those whose appointments have specified ending dates)
- b. Merit Advancement (regular or accelerated advancement from one step to the next within rank, e.g., the Associate Professor rank—or advancement to the next proposed salary level for those appointees not on steps)
- c. Appraisal (assessment of an Assistant-level appointee’s progress toward promotion)
- d. Promotion (advancement from one rank to the next within a series, e.g., from Assistant to Associate Professor)
- e. Termination
- f. As required by the University of California Academic Personnel Manual (APM) 200, faculty review is required every five years

For those appointed at the Assistant rank, a formal appraisal is usually conducted at the time of a regularly scheduled review for advancement and/or reappointment, generally during the fourth year of appointment, but under certain circumstances, it may be conducted separately.

AP Data is equipped with a reporting feature that allows departments to run lists of eligible academics who are up for review. Instructions for this reporting feature can be found [here](#).