

## 3.1 Determining the Departmental Recommendation – Reviews

### 1. General

Advancement is contingent upon demonstration of achievement in each of the criteria specified for the appointee's series as detailed in section 1.5 of this manual. Normal periods of service are assigned to the various steps in the published academic salary schedules and are described in policy for each series. When reviewing each academic appointee within a department, the department chair is responsible for computing the number of years the academic appointee has served at rank and step in order to determine whether they are eligible for normal advancement.

An academic review file must be prepared and submitted for review for appointees serving in the final year of the normal period at step<sup>1</sup>, even if the appointee is not recommended for advancement. However, in some situations, an appointee may request a Deferral. See [Section 3.2.2](#) for Deferrals.

Below is a general guide for what is considered normal time in step:

Normal Time in Step					
Assistant Professor	Associate Professor	Full Professor		Distinguished Professor Above Scale	Normal Period of Service at Step
Step	Step	Step	Step	No Steps	
I					2 years
II					2 years
III					2 years
IV					2 years
V	I				2 years individually or combined
VI	II				2 years individually or combined
	III				2 years
	IV	I			3 years individually or combined
	V	II			3 years individually or combined
		III			3 years
		IV			3 years
		V			open steps – 3 or more years
			VI		open steps – 3 or more years
			VII		open steps – 3 or more years
			VIII		open steps – 3 or more years
			IX		4 or more years
				No steps/just merits within Above-Scale	4 or more years between merit advancements

**About Full Year Counts**

Two or more full quarters of service at 50% time or more by an academic-year appointee in any one academic year (from the beginning of the fall quarter to the end of the spring quarter, as set forth in the academic calendar) count as one full year of a normal period of service. Fewer than two full quarters at 50% time or more in any one academic year does not count.

A fiscal year academic appointee who is appointed during the period July 1 through January 1 will receive credit for one year of service at rank and step. A fiscal-year appointee who is appointed during the period January 2 through June 30 will not receive credit for that year's service at rank and step.