

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 step¹, 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
<p>*Step V through Above Scale are considered "Open Steps" meaning service at Step V or above may be of indefinite duration.</p> <ul style="list-style-type: none"> • Advancement from Step V to Step VI will not occur before at least three (3) years of service in Step V. • Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX usually will not occur before at least three (3) years of service at the lower step. • Advancement from Step IX to Above Scale, and from Above Scale to Further Above Scale will not occur before at least four (4) years. 					

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 2nd through June 30th will not receive credit for that years' service at rank and step.