Academic Promotion and Career Status Reviews Calendar 2015 – 2016

**Dossier preparation**

**October 2015**
- LHRD & APO send call letters to CANDIDATES and REVIEW INITIATORS (RIs)

**November through January**
- CANDIDATE assembles dossier (and prepares a list of confidential references if necessary) with guidance from the RI
- RI writes a recommendation for the CANDIDATE’s dossier (and solicits confidential letters from references if necessary)

**February 1**
- For The Library, RIs submit completed dossiers to LHRD, where they are certified

**Review process**

**February 2016**
- For Affiliated Libraries, RIs submit completed dossiers to APO (procedures may vary)

**February through April**
- CAPA reviews dossiers after AD HOC REVIEW COMMITTEES submits its letter

**March 2016**
- by March 31
  - AD HOC REVIEW COMMITTEE submits letters to CAPA

**April 2016**
- by April 30
  - CAPA finishes making recommendations to UL or to VICEprovost (VP) for Affiliated Librarians

**May through June**
- UL makes advancement decisions for Librarians from The Library and provides advisory recommendations to the VP for Affiliated Librarians, consulting with CAPA as needed

10/07/15
Academic Merit and Special Reviews Calendar 2015 – 2016

Dossier preparation

October
LHRD & APO send call letters to CANDIDATES and REVIEW INITIATORS (RIs)

November through March
- CANDIDATE assembles dossier with guidance from the RI
- RI writes a recommendation for the CANDIDATE’s dossier

by November 16
For an off-cycle review, RI makes request to CAPA through LHRD or APO (for Affiliated Librarians)

by December 1
Candidates at Librarian rank, mid-level and higher, may wish to provide names to RI for letters of evaluation.

by January 22
For a deferral of the review, CANDIDATE makes request to RI, LHRD/APO and CAPA

Review process

April 2016

May 2016

June 2016

April 1 through May 6
CAPA reviews dossiers

by May 31
CAPA finishes making recommendations to UL or to VICE PROVOST (VP) for Affiliated Librarians

by May 31
UL makes advancement decisions for Librarians from The Library and provides advisory recommendations to the VP for Affiliated Librarians, consulting with CAPA as needed

by March 4
For The Library, RIs submit completed dossiers to LHRD, where they are certified

For Affiliated Libraries, RIs submit completed dossiers to APO (procedures may vary)

March 7 – 31
LHRD forwards dossiers to CAPA