Academic Promotion and Career Status Reviews Calendar 2016 – 2017

**Dossier preparation**

**October 2016**
- LHRD & APO send call letters to Candidates and Review Initiators

**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)

**by November 15**
- Candidate suggests names of references to RI

**by mid-November**
- For a deferral of the review, Candidate makes request to RI, LHRD/APO and CAPA

**by December 9**
- LHRD and APO provide CAPA a list of career status and promotion candidates

**by November 15**
- For an off-cycle review, RI makes request to CAPA through LHRD or APO (for Affiliated Librarians)

**by January 13**
- CAPA nominates Ad Hoc Review Committees

**by January 20**
- University Librarian appoints Ad Hoc Review Committees

**February 1**
- 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).

**Review process**

**February 2017**
- CAPA reviews dossiers

**February through April**
- CAPA reviews dossiers

**by March 31**
- Ad Hoc Review Committees submit letters to CAPA

**by April 28**
- CAPA finishes making recommendations to UL or to Vice Provost 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
**Academic Merit and Special Reviews Calendar 2016 – 2017**

**Dossier preparation**
- **October 2016**
  - LHRD & APO send call letters to Candidates and Review Initiators

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

**by November 15**
- 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 3 through May 5**
  - CAPA reviews dossiers

**April 2017**
- May 2017
- June 2017

**by March 3**
- LHRD forwards dossiers to CAPA
- 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).

**by March 6 – 31**
- LHRD forwards dossiers to CAPA

**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

**by May 31**
- CAPA finishes making recommendations to UL or to Vice Provost for Affiliated Librarians

**October**
- LHRD & APO send call letters to Candidates and Review Initiators

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

**by November 15**
- 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