**Merit and Special Reviews** - *Timetable 2023-2024*



**OFFICIAL, detailed timetables and deadlines** are provided by LHRD (for the University Library) and APO (for Affiliated Libraries):

<https://www.lib.berkeley.edu/Staff/las/lhrd/academic/librarian-review-cycle/timetable-for-merit-and-special-reviews> <https://apo.berkeley.edu/librarians-merits-and-special-reviews>

Please note that additional, **internal deadlines** may be set by your RI and AUL/Director.

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| ***October 2023*** | ***November 2023*** | ***December 2023*** | ***January 2024*** | ***February 2024*** |
| LHRD & APO send call letter to CANDIDATE and REVIEW INITIATOR via email. | CANDIDATE & RI may discuss possibility of off-cycle review. | * CANDIDATE composes self-evaluation, updates curriculum vitae, and compiles documentation and other forms. * RI writes recommendation. | | |
|  | ***November 14:*** Deadline to inform LHRD of intent to seek off-cycle review. | ***December 4:*** CANDIDATE  provides names of extramural  letter writers to RI for GTS  and off-cycle reviews, if  appropriate. | ***January 12***: Deferral deadline: RI, with written agreement of CANDIDATE, presents reasons for deferral. | ***February 13:*** RI submits  external letters, if any, to  LHRD  ***February 21:*** LHRD  provides redacted letters of  support, if any, to CANDIDATE for  review. (LIBRARY). |

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| ***March 2024*** | ***April 2024*** | ***May 2024*** | ***June 2024*** | ***summer 2024*** |
|  | * CAPA reviews dossiers and writes recommendation letters to UL (LIBRARY) or to Vice Provost for the Faculty (AFFILIATED). | | UL makes final decisions (LIBRARY) and advisory recommendations to VPF (AFFILIATED). | ***July 1:*** Decision letters from UL to librarians in the Library.  ***Summer:*** Decision letter from VPF to AFFILIATED librarians. |
| ***March 1: C***ompleted review files due to APO or LHRD  ***March 1-8:***CANDIDATE  signs the Certification  Statement |  | ***May 31:*** All CAPA recommendations completed.Dossiers returned to LHRD. |  |

**Promotion and Career Status Reviews** - *Timetable 2023–2024*



**OFFICIAL, detailed timetables and deadlines** are provided by LHRD (for the University Library) and APO (for Affiliated Libraries):

<https://www.lib.berkeley.edu/Staff/las/lhrd/academic/librarian-review-cycle/timetable-for-promotion-and-career-status-reviews> <https://apo.berkeley.edu/librarians-promotions-and-career-status-reviews>

Please note that additional, **internal deadlines** may be set by your RI and AUL/Director.

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| ***October 2023*** | ***November 2023*** | ***December 2023*** | ***January 2024*** | ***February 2024*** |
| LHRD & APO send call letter to CANDIDATE & REVIEW INITIATOR via email. | CANDIDATE & RI may discuss possibility of off-cycle review. | * CANDIDATE composes self-evaluation, updates curriculum vitae, compiles documentation and other forms. * RI writes recommendation and solicits confidential extramural letters. * CAPA nominates Ad Hoc committees. | | Ad Hoc committees meet, review documentation, and prepare recommendations. |
|  | ***November 14:***   * CANDIDATE gives RI list of letter writers * Notify LHRD/APO of off-cycle review * Notify LHRD/APO of deferral & reasons |  | ***January 23:*** Completed promotion and career status review files submitted to LHRD (LIBRARY) | ***February 1:*** Completed promotion and career status review files submitted toAPO (AFFILIATED).  ***February 5-7:*** CANDIDATE signs the Certification statement (LIBRARY) |

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| ***March 2024*** | ***April 2024*** | ***May 2024*** | ***June 2024*** | ***summer 2024*** |
| Ad Hoc committees and CAPA review dossiers and write recommendation. | CAPA reviews dossiers and writes recommendation letters. | UL makes final decisions (LIBRARY) and advisory recommendations (AFFILIATED) to Vice Provost for the Faculty. | | ***July 1:*** Decision letters from UL to librarians in the Library.  ***Summer:*** Decision letter from VPF to AFFILIATED librarians. |
| ***March 18:*** Ad Hoc committee recommendations due. |  | ***May 1:*** CAPA makes recommendation. Returns dossiers to LHRD. |  |