Purpose: To help you understand the academic personnel review process including:
- When a review takes place (time at rank and step; quarters of service)
- Why a review takes place (reappointment, merit and salary advancement)
- What happens during a review (the review process)
- Leaves of Absences
- Resources

1. **Introductions**

2. **Academic Advancement and Salaries**
   - Timing of Reviews
     - Eligibility for Reappointment and Merit: “Time at Rank and Step”
     - Salary Scale and Notes
     - Mid-Career Appraisal and Tenure: “Quarter Clock” or “Tenure Clock”
     - Timelines for Advancement and Notes

3. **Academic Personnel Review Process**
   - **Checklist to Assure Fairness**
   - **Document Inventory Matrices**
   - **Bylaw 55 Voting Rights**
   - **Confidential and Non-Confidential Information**
   - **Bio-bibliography Guidelines**
   - After the Department Review
     - Flow Chart: **Dean Authority**
     - Flow Chart: **EVC or Chancellor Authority**
     - Preliminary Assessment: If denial of tenure or non-reappointment.

4. **Leaves of Absence**, include Sabbatical and Family Accommodations for Childbearing and Childrearing

5. **Stopping the Eight Year Clock** (APM 133.17.h)

6. **Resources**