

June 4, 2015

DEANS  
DEPARTMENT and PROGRAM CHAIRS  
SENATE CHAIR

**Re: Issuance of New CAPM Provision: Establishment of a Campuswide Review Year of July 1 through  
June 30 for Senate Faculty Personnel Reviews**

Dear Colleagues:

I write to announce the establishment of a July 1 through June 30 review year for purposes of academic personnel reviews for senate faculty. This review year shall be used campuswide and will be effective with files submitted for the 2016-17 review year in order to provide faculty a full year of notice.

For many departments, the establishment of a July 1 through June 30 review year does not represent any change. For those departments that have used a different 12-month period for the review year, there will need to be a transition. It is understood by decision makers as well as the Senate Committee on Academic Personnel that during this transition some candidates may have plus or minus one or two months of time in a review year; appropriate adjustments will be made to ensure that final decisions are not unduly influenced by this.

As stated in my March 12, 2015 memo, to assure that all materials receive consideration and that no materials are considered twice, review dates will initially commence with the end of each candidate's last review period and continue through June 30. To respond to a request for clarification that arose during the comment period about whether the summer period should be considered a "leading or trailing quarter," it will be considered a "leading quarter" based upon the July 1 through June 30 date range. The Academic Personnel Office will provide implementation consultation and detailed instructions to specific cases as necessary and/or requested.

Please note that the establishment of this campuswide review year does not alter the campus deadline for the submission of candidate materials (traditionally, the first weekday of the fall quarter) or the department chair and/or dean's authority to set an earlier deadline.

Sincerely,



Alison Galloway  
Campus Provost and  
Executive Vice Chancellor

cc: Chancellor Blumenthal  
VPAA Lee  
AVC Peterson  
Academic Senate Office  
Administrative Records  
Committee on Academic Personnel  
Divisional Academic Personnel Coordinators  
Department and Program Managers