

**COUNCIL ON ACADEMIC PERSONNEL (CAP)**  
**FREQUENTLY ASKED QUESTIONS (FAQS)**  
Revised November 1, 2008

**19. What are the personnel deadlines?**

- a) Deadlines for files: School and departmental deadlines are based upon those set by the EVCP and AP. A deadline for submitting one's personnel materials near the beginning of Fall Quarter is usual.
  
- b) Admissible materials and deadlines for submission:
  - Generally the department decides whether materials submitted after its submission deadlines will be accepted for that year's review cycle. For reasons of equity, a uniform, firm deadline is desirable.
  - For normal merit reviews, CAP considers only materials accepted or published by September 30 of the review year.
  - For cases considered to be promotions only (e.g., tenure cases, promotion to Professor, advancement to Professor VI and Professor A/S), CAP considers all materials and information available up until the time that CAP makes its final recommendation.