

**COUNCIL ON ACADEMIC PERSONNEL (CAP)
FREQUENTLY ASKED QUESTIONS (FAQS)**

Revised November 1, 2008

24. What is the normal timing of a personnel action?

Files for normally scheduled reviews are due in the Department by the end of September at the latest. Actions requiring external letters of evaluation should follow a departmental schedule that assures letters will be in hand in time for departmental review during the Fall Quarter.

The Schools have varying deadlines for departments to submit completed files to their Deans. The files consist of the Addendum, teaching evaluations, publications and reviewable evidence of creative activity; the departmental evaluation and vote; external letters of evaluation if applicable; and the chair's evaluation or letter of transmittal.

For delegated merit reviews, the Dean judges the file, determines the personnel action if there is no disagreement at a lower level of review (i.e., chair, department), and informs the candidate of that action. The Dean's judgment is final, subject only to procedural appeals to the Senate Committee on Privilege and Tenure.

All other files proceed to the Office of Academic Personnel, where they are reviewed for completeness and consistency, and then are transmitted to CAP. CAP seeks to review each action within 9 working days of its arrival. CAP generally meets biweekly in Fall quarter and weekly from January through July. For each case, the chair of CAP then writes up the Council's recommendation, which is reviewed by other CAP members and transmitted to the Office of Academic Personnel.

The Chancellor, in consultation with the EVCP, decides on tenured appointments and on ladder rank promotions; all other actions have been delegated to the EVCP, who has in turn delegated some merits to the Deans.