

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

**28. Does CAP consider aspects of a professor's career that fall outside the review period?**

At the major actions – promotion to associate or full professor, and advancement to step VI and above scale – CAP evaluates the candidate’s career since the last positive review and since the last major action, as represented in the Addendum, as well as the entire academic career, as represented in the CV. For merit increases CAP focuses on the work accomplished during the review period since the last advancement.

CAP regularly reviews whatever appears in the candidate's dossier, including the full curriculum vitae and Addendum. CAP may occasionally request and review material from previous review files, especially if questions arise regarding previously submitted material.