

Approvals Required on Academic Personnel Dossiers for Faculty

APPOINTMENTS	Dean	CAP	VPAA
Volunteer Clinical Professor Series*	X		
___ Emeritus (Non-Senate)	X		X
Ladder Rank, In Residence, Professor of Clinical___, Health Sciences Clinical, and Adjunct			
Instructor	X		
Assistant Professor	X		
Associate and Full Professor	X	X	X
Visiting Professor Series	X		
Acting Professor Series			
Assistant Professor	X		
Associate and Full Professor	X		X
Recall/Post Retirement	X		X
Abridged Packets			
Assistant Professor	X		
Associate and Full Professor	X		X

*For SOM & SOP: Appointments in the Volunteer Clinical Faculty series are approved at the department level.

Please Note: Appointments for Non-Senate Faculty who are less than 50% or WOS, and NOT paid by an affiliate do not require CAP review.

CHANGES IN SERIES	Dean	CAP	VPAA
Ladder Rank, In Residence, Professor of Clinical___, Health Sciences Clinical, and Adjunct			
Instructor	X		
Assistant Professor I – II	X		
Assistant Professor III – VI	X	X	X
Associate Professor	X	X	X
Full Professor	X	X	X
Abridged Packets			
Assistant Professor I – II*	X		
All other Ranks and Steps	X		X

*Also applies to Non-Senate Faculty at the Assistant rank who are without a step (WOS, and NOT paid by an affiliate).

Please Note: Changes in Series for Non-Senate Faculty who are less than 50% or WOS, and NOT paid by an affiliate do not require CAP review.

PROMOTIONS	Dean	CAP	VPAA
Volunteer Clinical Professor Series*	X		
Ladder Rank, In Residence, Professor of Clinical____, Health Sciences Clinical, and Adjunct			
Assistant Professor to Associate Professor	X	X	X
Associate Professor to Full Professor	X	X	X

*For SOM only: Promotions in the Volunteer Clinical Faculty series are approved at the department level.

Please note: Promotions for Non-Senate Faculty who are less than 50% or WOS, and NOT paid by an affiliate do not require CAP review.

MERITS, APPRAISALS, FIVE YEAR REVIEWS	Dean	CAP	VPAA
Merits (On Time) -- Ladder Rank, In Residence, Professor of Clinical____, Health Sciences Clinical, and Adjunct*			
Advancement to:			
Assistant Professor II – VI	X		
Associate Professor II – V	X		
Professor II – V	X		
Professor VI	X	X	X
Professor VII – IX	X		
Professor A/S	X	X	X
Professor A/S (Subsequent Advancements)	X		
Merits (Accelerated/Decelerated) -- Ladder Rank, In Residence, Professor of Clinical____, Health Sciences Clinical, and Adjunct*			
Accelerated/Decelerated by 1 year	X		X
Accelerated/Decelerated by 2 or more years	X	X	X
Appraisals -- Ladder Rank, In Residence, Professor of Clinical ____			
Assistant Professor	X	X	X
Five-Year Reviews	X	X	X

*Accelerated/Decelerated advancements to Assistant, Step 2 (by any number of years) are approved at the Dean's Office level.

Please note: Merits for Non-Senate Faculty who are less than 50% or WOS, and NOT paid by an affiliate do not require CAP review.