

ACADEMIC REVIEW CALENDAR 2015-16

ACTION	DEADLINE	INTERVAL
Call	Sept. 1	
Review initiator and candidate complete pre-evaluation conferences	Sept. 25	3.5 weeks
Review initiator requests letters	Oct. 9	2 weeks
Candidate completes review file	Nov. 20	8 weeks (from pre-eval. conference)
Review initiator completes evaluation and presents review file to candidate	Jan. 15	8 weeks
Candidate reviews file, signs Certification Statement and Documentation Checklist	Jan. 22	7 days
AUL completes review comments and conferences, and forwards file to CAP via AUL-ODE	Feb. 12	3 weeks
CAP forwards all files to UL via AUL-ODE	Apr. 8	8 weeks
UL completes letters to candidates	June 3	8 weeks
AUL-ODE completes redaction process and ensures that candidates receive sealed, hand-delivered final decision.	June 10	1 week
Salary increase effective date	July 1	

Note: An ad hoc review committee may be requested by the candidate, review initiator, reviewing officer (AUL), or CAP. The request should be submitted as soon as possible in the review cycle.