


Merit and Special Reviews - *Timetable 2021-2022*

OFFICIAL, detailed timetables and deadlines are provided by LHRD (for the University Library) and APO (for Affiliated Libraries):

<https://las.lib.berkeley.edu/lhrd/academic/librarian-review-cycle/timetable-for-merit-and-special-reviews>

<https://apo.berkeley.edu/librarians-merits-and-special-reviews>

Please note that additional, **internal deadlines** may be set by your RI and AUL/Director.

<i>October 2021</i>	<i>November 2021</i>	<i>December 2021</i>	<i>January 2022</i>	<i>February 2022</i>
LHRD & APO send call letter to CANDIDATE and REVIEW INITIATOR via email.	CANDIDATE & RI may discuss possibility of off-cycle review.	<ul style="list-style-type: none"> ➤ CANDIDATE composes self-evaluation, fills out BioBib, and compiles documentation and other forms. ➤ RI writes recommendation. 		
	<i>November 15:</i> Deadline to inform LHRD of intent to seek off-cycle review.	<i>December 3:</i> CANDIDATE provides names of extramural letter writers to RI for GTS and off-cycle reviews, if appropriate.	<i>January 14</i> (LIBRARY) & <i>January 21</i> (AFFILIATED): Deferral deadlines: RI, with written agreement of CANDIDATE, presents reasons for deferral.	<p>February 15: Merit/special review files submitted to LHRD (LIBRARY)</p> <p>February 23: LHRD provides redacted letters of support to CANDIDATE for review, if any (LIBRARY).</p>

<i>March 2022</i>	<i>April 2022</i>	<i>May 2022</i>	<i>June 2022</i>	<i>summer 2022</i>
	<ul style="list-style-type: none"> ➤ CAPA reviews dossiers and writes recommendation letters to UL (LIBRARY) or to Vice Provost for the Faculty (AFFILIATED). 		UL makes final decisions (LIBRARY) and advisory recommendations to VPF (AFFILIATED).	
<p>March 1: Completed review files due to APO (AFFILIATED)</p> <p>March 2-8: CANDIDATE signs the Certification statement (LIBRARY)</p>		May 31: All CAPA recommendations completed. Dossiers returned to LHRD.		<p>July 1: Decision letters from UL to librarians in the Library.</p> <p>Summer: Decision letter from VPF to AFFILIATED librarians.</p>


Promotion and Career Status Reviews - *Timetable 2021–2022*

OFFICIAL, detailed timetables and deadlines are provided by LHRD (for the University Library) and APO (for Affiliated Libraries):

<https://las.lib.berkeley.edu/lhrd/academic/librarian-review-cycle/timetable-for-promotion-and-career-status-reviews>

<https://apo.berkeley.edu/librarians-promotions-and-career-status-reviews>

Please note that additional, **internal deadlines** may be set by your RI and AUL/Director.

<i>October 2021</i>	<i>November 2021</i>	<i>December 2021</i>	<i>January 2022</i>	<i>February 2022</i>
LHRD & APO send call letter to CANDIDATE & REVIEW INITIATOR via email.	CANDIDATE provides names of extramural letter writers to RI. CANDIDATE & RI may discuss possibility of off-cycle review.	<ul style="list-style-type: none"> ➤ CANDIDATE composes self-evaluation, fills out BioBib, compiles documentation and other forms. ➤ RI writes recommendation and solicits confidential extramural letters. ➤ CAPA nominates Ad Hoc committees. 		Ad Hoc committees meet, review documentation, and prepare recommendations.
	<p><i>November 15:</i></p> <ul style="list-style-type: none"> • CANDIDATE gives RI list of letter writers • Notify LHRD/APO of off-cycle review • Notify LHRD/APO of deferral & reasons 	<p><i>December 10:</i> LHRD provides names of candidates seeking promotion and career status review to CAPA.</p>	<p>January 24: Promotion and career status review files submitted to LHRD (LIBRARY)</p> <p><i>January 24:</i> LHRD provides redacted letters of support to CANDIDATE for review (LIBRARY).</p>	<p>February 1: Completed promotion and career status review files submitted to APO (AFFILIATED).</p> <p><i>February 1-4:</i> CANDIDATE signs the Certification statement (LIBRARY)</p>

<i>March 2022</i>	<i>April 2022</i>	<i>May 2022</i>	<i>June 2022</i>	<i>summer 2022</i>
Ad Hoc committees and CAPA review dossiers and write recommendation.	CAPA reviews dossiers and writes recommendation letters.	UL makes final decisions (LIBRARY) and advisory recommendations (AFFILIATED) to Vice Provost for the Faculty.		<i>July 1:</i> Decision letters from UL to librarians in the Library.
<i>March 18:</i> Ad Hoc committee recommendations due.		<i>May 2:</i> CAPA makes recommendation. Returns dossiers to LHRD.		<i>Summer:</i> Decision letter from VPF to AFFILIATED librarians.