

2022-2023 Calendar of Significant Dates for Materials Submitted to COE-AP

Promotions and Promotion Deferrals – Ladder Rank	11/1/2022
Promotions and Promotion Deferrals – Federation	11/10/2022
Non-Redelegated Merits to P6, PAS, or equiv.	11/18/2022
Appraisals with or without Merit	11/30/2022
2.0 step Merits and Five Year Reviews	12/16/2022
Redelegated Merits and Merit Deferrals	1/13/2023
New Appointments (Non-Redelegated) Eff. 7/1/2023	4/1/2023
New Appointments (Redelegated) Eff. 7/1/2023	4/30/2023
Chair/Vice Chair Appointment/Reappointment Requests for FY 2023-2024	4/15/2023
Lecturer Appointments for AY 2022-2023 & Fall 2022	5/16/2022
Lecturer Appointments for Winter/Spring 2023	10/15/2022
Sabbaticals	1/1/2023 for 2023-2024
APM 025 Annual Reports for FY 2021-2022 (VIA OATS)	11/1/2022
APM 025 Category 1 Requests	1 Qtr in Advance (minimum)

Notes:

- Extension requests should be submitted at least one week prior to the above deadlines.
- Search Reports are due as soon as a Final Candidate(s) is identified and must be approved in advance of a tentative offer letter. More than one search report may be submitted during the course of the recruitment.
- Following acceptance of the offer, the recruitment should be concluded.
- A copy of the offer letter signed by the candidate should be sent to COE Academic Personnel in conjunction with the appointment dossier (or earlier if possible).
- If appointing above Asst step 3 a reference check must be initiated by the department chair.
- All OATS Category 1 requests need the additional information document uploaded to the Notes section.