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**From:** UCSF-VPAA  
**Sent:** Friday, February 13, 2015 9:02 AM  
**To:** [allacad@listserv.ucsf.edu](mailto:allacad@listserv.ucsf.edu)  
**Subject:** Update on academic packet deadlines for 2015-16

## **Advance** Faculty Information System

### **Summary:**

Following a period of relaxed deadlines after implementation of the Advance system, deadlines for faculty to submit packet materials will be reinstated for academic appointment and advancement actions effective July 2, 2015 or later:

- Faculty will receive official notification by email six weeks prior to the deadline by which their CV needs to be attached to a packet; in addition, two reminders will be sent during that time frame.
- If materials are not received from the faculty member by the due date, the Advance packet will be automatically withdrawn. The action will not be reviewed in the current cycle.

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Dear Colleagues:

I write to share with you an important process change for academic appointments and advancement actions effective July 2, 2015 and later. Among other things, this change is intended to achieve the following:

- providing metrics to assess efficiency of the academic review process with the goal of increasing the number of actions that are approved by the effective date
- aligning ourselves with other UC campuses, many of whom impose strict deadlines for packets to ensure that academic accomplishments are considered in the appropriate review cycle

### **Background:**

From 2003-2007, the Annual Call noted that departmental deadlines would be absolute: *“If a faculty member does not submit materials to the department on or before the departmental deadline, the action will not be reviewed in the current cycle. Late dossiers will be reviewed in the subsequent cycle and will be recorded as decelerated actions due to late submission. If the delay is caused by faculty non-compliance the action will not be corrected by subsequent acceleration. The Chair’s letter must document the reason for any delay.”* However, it is clear that these guidelines were not consistently applied throughout the campus.

When the Advance system was introduced, the deadlines were relaxed in order to accommodate faculty who were using the Advance system for the first time to submit their packet materials. Now that that Advance system has been in place for multiple review cycles, all faculty should have prepared at least one packet using Advance. As such, it is appropriate to reinstate the packet deadlines for the upcoming cycle.

### **New Process:**

For academic actions effective July 2, 2015 or later, faculty will be provided with auto-generated emails and reminders as follows:

- When you are eligible for an academic action, i.e., change in series, merit, promotion, appraisal, or five year review, you will receive a courtesy email notification at the time an Advance packet is created by the Service Center.
- Sometime later, you will receive specific instructions and a due date for providing packet materials. You will have six weeks to provide the required materials.
- You will receive additional notifications fourteen days before the due date and two days before the due date if your packet materials have not been submitted in the Advance system.
- If your materials are not received by the due date, your packet will be automatically withdrawn. The action will not be reviewed in the current cycle. Packets submitted in the subsequent cycle will be recorded as decelerated actions due to late submission.

I recognize that there may occasionally be extenuating circumstances that prevent a faculty member from submitting their materials within six weeks of the request. In those cases, a faculty member may ask their Department Chair to request an exception on their behalf. The Vice/Associate Dean of Academic Affairs in the respective School will review and make a decision on whether a packet can be re-instated for review in the current cycle.

If you have questions about the notification process or deadlines, please contact your Service Center generalist. Contact information for your generalist is found at the bottom of your Advance home page.

The Advance project continues to include the involvement and input of many faculty members. I invite your feedback and comments at [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu). Thank you for your support and suggestions.

Best regards,

**Brian K. Alldredge, PharmD**  
Vice Provost, Academic Affairs