**Review Periods for Academic Review Files**

**Merit Increase:**

The review period is October 1st prior to the July 1 effective date of the last action.  If this is a first merit increase, following initial appointment, the effective date will from the date of appointment through 09/30.

**MCA:**

The review period for a mid-career appraisal is from the date of initial appointment as Assistant Professor through 09/30.  These review period dates will apply to the information included in the AP-10, which is included in a Merit + MCA file.

**Promotion:**

The review period is from October 1 prior to the last change in rank through 09/30.  If the faculty member hasn’t had a change in rank since his initial appointment, the review period will be from the date of his initial appointment through 09/30.

**Promotion to tenure (Assistant Professor to Associate Professor):**

The review period is from the date of appointment as Assistant Professor through 09/30.  However, if a tentative decision, additional information prior to decision, or preliminary assessment is requested by AP, the faculty may submit dossier materials all the way up through the date of final decision.

**Advancement to Professor, Step VI:**

The review period is from the date of initial appointment to the rank of Full Professor, or October 1 prior to the last change in rank, through 09/30.

**Advancement to Professor Above Scale:**

The review period is from October 1st prior to the faculty member’s advancement to Professor, Step VI, through 09/30.  If the faculty member was initially appointed to UCI as Professor, Step VI, the review period for his advancement to Professor A/S would be from the date of his initial appointment through 9/30.