

CALENDAR for Advancement Reviews

The calendar shall be adhered to by all parties. Deadlines may be extended upon the mutual agreement of the parties. (per Article 5.D)

Deadlines where applicable	Responsibility	Action	Authority
On or before July 1	Library Administrative Office	Issues the CALL and the CALENDAR to each librarian.	MOU 5.D
	Review Initiator	Confers with the candidate about the impending review process.	MOU 5.D; 4.C-E, 13, Side Letter Academic Salaries
July 5	Candidate	Requests for deferral submitted. Requests for abbreviated reviews submitted. (applicable to candidates at top of Associate Librarian or Librarian salary scale only) Requests for off-cycle reviews submitted (applicable to non-represented librarians only)	4.E.2.c
July 15	Candidate	Submits Reference Solicitation Form, Supervisor Lead	

		Form and Disqualification Form to the review initiator	
July 25	Review Initiator	<p>Review initiator solicits comments from other Supervisors/Leads and the candidate's department head, if he/she is not the review initiator.</p> <p>Submits the Reference Solicitation form with cover letter, Supervisors/Leads Solicitation Form, and Disqualification form to Library Administrative Office.</p>	MOU 5.G; 5.E
August 15	Candidate	Submits to the review initiator evidence and documentation on his/her relevant activities during the period under review. A personal statement is optional.	MOU 5.F
September 19	Review Initiator And Candidate	The review initiator provides candidate with a draft recommendation by this date. Candidate shall have at least one working day to review the draft recommendation.	MOU 5.H annotation

		The candidate and review initiator shall then meet to discuss the draft recommendation.	
Sept 27	Review Initiator	Provides the candidate with a copy of the final recommendation to be signed. Review initiator also ensures candidate has copies of all documents in the file at this time.	MOU 5.H.
October 4	Candidate and Review Initiator	Candidate provides a statement of non-concurrence to be added to the file if desired. Review initiator forwards file to library administration.	MOU 5.H
Oct 15	Library Administrative Office and Candidate	Library administrative office verifies file for completeness with review initiator.	MOU 5.I
Oct 16	Library Administrative Office	Library administrative office forwards to <i>Director [decision pending]</i> .	
<i>Nov 5 (this row is pending)</i>	<i>Director and Library Administrative Office</i>	<i>The Director makes a recommendation and provides comments if desired.</i>	MOU 5.E

Nov 8	Library Administrative Office	Library Administrative Office adds Director input and forwards to candidate for review.	
Nov 15	Candidate	Candidate reviews file for completeness, responds to Director's comments if desired and completes and signs the Documentation Checklist and Certification Statement.	MOU 5.I
Nov 18	Library Administrative Office	Library Administrative Office forwards completed file to CAPA.	
January 20	LAUC-D CAPA	CAPA submits its "comprehensive report and recommendation for action" to the University Librarian.	MOU 5.M
March 3	University Librarian and Library Administrative Office.	University Librarian renders final decision or makes recommendations. Library administrative office forwards files to Vice Provost-Academic Affairs.	MOU 5.N-P

<p>After March 3</p>	<p>Vice Provost – Academic Affairs, Academic Federation Personnel Committee and University Librarian</p>	<p>In consultation with the Academic Federation Personnel Committee, the Vice Provost renders final decisions following procedures detailed in the annotated MOU and transmits same to the University Librarian. The University Librarian transmits the final decision to the candidate along with redacted copies of committee report(s).</p>	<p>MOU 5.J-P</p>
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