

**UCLA Department of Medicine
Deadline for Academic Personnel Actions
Effective July 1, 2025**

<u>Action</u>	<u>Begin Preparation</u>	<u>Dossier due to DOM AP</u>
Promotion to Associate and Full ranks (Professorial & Professional Research Series)	1/17/2024	5/1/2024
8-Year Limit Review*	2/1/2024	6/3/2024
Merit to Step VI & Initial Above-Scale (Professorial & Professional Research Series)	4/3/2024	8/15/2024
4th Year Appraisal* Promotion to Associate and Full Project Scientist	7/3/2024	9/16/2024
Accelerated Merit 2+ more years (ALL series) Further Advancement in Above-Scale Status	7/15/2024	10/14/2024
On-time Merit at Assistant rank (Professorial & Professional Research Series) All actions in the Specialist, Academic Coordinator & Academic Administrator Series	7/15/2024	11/1/2024
On-time Merit at Associate & Full rank (Professorial & Professional Research Series)	8/1/2024	11/15/2024
On-time Merit for Project Scientist (all ranks)	9/16/2024	12/2/2024
5-Year Review* 4-Year Review*	1/17/2025	3/3/2025
Clinical Instructor Appointment Extension (for appointment extension effective July 1)	1/17/2025	2/14/2025
Assistant rank Appointment (or 5 months in advance of effective date)	1/17/2025	3/14/2025
Change in Series^		

* Mandatory Action – no exceptions to deadlines

* COVID Time off the Clock is available to Assistant rank faculty for one year off the clock

^ Change in series request usually coincides with a regular action