Advancement Process

1. **STEP 1: CREATE YOUR DOSSIER**
   - April/May
   - Notification & Initiation of Faculty Advancements
   - Can Track Dossier in ADVANCE System from Step 1 through Step 8

2. **STEP 2: DEPARTMENT REVIEW COMMITTEE (6 Months)**
   - Deadline Date: October

3. **STEP 3: DEPARTMENT CHAIR REVIEW (6 Months)**
   - October
   - Deadline Date

4. **STEP 4: DEAN'S OFFICE REVIEW (~7 Days)**
   - Deadline Date (Promotions): 1st Monday in December
   - Deadline Date (Merits): 4th Friday in January

5. **STEP 5: VPAA HR SHARED SERVICES REVIEW**
   - ~6 Months for Promotions
   - ~7 Days for Merits

6. **STEP 6: COMMITTEE ON ACADEMIC PERSONNEL (CAP) REVIEW**
   - ~6 to 7 Weeks

7. **STEP 7: VICE PROVOST ACADEMIC AFFAIRS (VPAA)**

8. **STEP 8: RESPONSE TO YOU**
Advancement Timeline

Step 1: Create Your Dossier
- Notification & Initiation of Faculty Advancements
- Can Track in ADVANCE
- April/May

Step 2: Department Review Committee
- ~6 Months
- Deadline: October
- June-August

Step 3: Department Chair Review
- ~6 Months
- Deadline: October
- September

Step 4: Dean’s Office Review
- ~7 Days
- Deadline: (Promotion): 1st Monday in December
- (Merit): 4th Friday in January
- October

Step 5: VPAA HR Shared Services Review
- ~6 Months for Promotions
- ~7 Days for Merits
- November

Step 6: CAP Review
- ~6 to 7 weeks
- December

Step 7: Vice Provost Academic Affairs
- February-July

Step 8: Response to You
- February-July
Faculty Resources

- Appointment, advancement and review policies, procedures and resources: http://academicaffairs.ucsf.edu/index.php
- Personalized Mentoring Advancement Promotion (PMAP) Module: http://senateserviceportal.ucsf.edu/pmap/all.php (*Must be signed into My Access)
- Academic Senate Slice of Pie Newsletter Article on the Advancement Process – Coming February 12th
- Faculty Mentor Program: http://academicaffairs.ucsf.edu/ccfl/faculty_mentoring_program.php
- CTSI Mentor Training Program: https://accelerate.ucsf.edu/training/mtp
- UCSF Faculty Handbook for Success: http://senate.ucsf.edu/faculty-handbook
- Work-Life Balance and Family-Friendly Policies and Resources: http://myfamily.ucsf.edu
- Faculty & Staff Assistance Program: http://hr.ucsf.edu/hr.php?org=c&AT=cm&S=Faculty+and+Staff+Assistance