**2018-2019 VCHS deadlines - All series excluding HS Clinical**

**November 1, 2018**
- Deferrals (first or consecutive)
- Consecutive no-change actions requiring campus review
- Actions for non-salaried appointees requiring campus review
- Contested no-change actions
- Appraisals
- Reappointments/merit actions requiring campus review (ex: Chair’s merits or final merit at the assistant level)
- Advancements within Above Scale

**December 10, 2018**
- Accelerations (including within Above Scale)
- Contested merit actions
- **All career reviews including:**
  - Promotions
  - Advancements to/through Step VI
  - Advancement to Above Scale
  - Termination decisions
  - Reconsideration of termination decisions

**February 1, 2019**
- All normal merit advancements and initial no-change files (including HS Clinical faculty) at AVC Authority

While **appointment files** have no specific deadline, please submit new appointment/change in series files at least 6 weeks prior to the proposed start date (committee files) and at least 4 weeks prior to the proposed start date (non-committee files) to allow sufficient time for processing. Appointment files should be submitted as far in advance of the proposed start date as possible to allow reviewers sufficient time for review.

**Please note that, with the establishment of Research Scientist (RS) CAP in September 2018, all VCHS deadlines for Research Scientist files requiring RS CAP/CAP review will be changed to **TWO WEEKS** prior to the normal deadline for that action. For example: If a Research Scientist is proposed for an advancement within Above Scale (deadline: November 1), the new deadline for the file will be October 18.**

**2018-2019 VCHS deadlines - HS Clinical**

Fifteen (15) Tier 2 appointment/review files are due on the 1st of the Month beginning in October through December. Please note that files submitted after the 1st of the month may not be reviewed until the next month. Thirty (30) Tier 2 appointment/review files are due on the 1st of the Month beginning in January through June. Please note that Tier 2 review and appointment files will be accepted after June 1st only by exception.