DUE DATES
Appointments
Reappointments - Effective July 1, 2018
Mandatory Reviews and Promotions - Effective July 1, 2019

I. APPOINTMENTS
Appointments with retroactive start dates will not be accepted.
Assistant Professors– Complete Dossier due to FAPD 2 months before effective appointment date.
Associate/Full Professor– Complete Dossier due to FAPD 4 months before effective appointment date.

II. REAPPOINTMENTS – effective July 1, 2018
Complete Dossiers for Full-Time and Associated Faculty due January, 2018

III. MANDATORY REVIEWS AND PROMOTIONS – effective July 1, 2019

<table>
<thead>
<tr>
<th>Promotion from</th>
<th>Promotion to</th>
<th>Effective Year</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>Associate Professor</td>
<td>July 2019</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Full Professor</td>
<td>July 2019</td>
<td>May 4, 2018</td>
</tr>
</tbody>
</table>

4. Submission of Educational Database (EDB) to Academic Programs Office:

5. Submission of Extramural Consultants to FAPD Office:

6. Submission of Extramural Consultant Packets to FAPD Office:

7. Submission of Dossier – Department should submit completed dossier to FAPD when EDB has been completed. For promotion to associate professor with tenure, the dossier may be submitted to FAPD prior to completion of the EDB.

IV. Academic Clinician Promotions and Transitions from Clinician-Educator, Penn Medicine Clinician, CHOP Physician

The recommendations will be processed in accordance with the schedules of the AC Advisory Committee, PSOM COAP and the Provost. The effective date of the recommendation will be the July 1st following completion of the review by the Provost.