

Dossier Due Dates

Reappointments Effective 7/1/24

Promotions Effective 7/1/25

Appointments

Reappointments – effective July 1, 2024

- Dossiers for Full-Time and Associated Faculty due no later than **January 12, 2024**.
- When possible, submit **fall of 2023**.

Promotions (Mandatory Review, Early, and full Professor) – effective July 1, 2025

All recommendations will be processed in accordance with the schedules of the PSOM COAP (including AC subcommittee) and the Provost Office. The effective date of recommendations will typically be the July 1st following PSC/PSCS review. **Adherence to deadlines increases the chance for completion of review process in the current academic year.**

- Department COAP reviews must be completed by **April 1, 2024**. *Earlier is encouraged.*
- OAA Notification of all DCOAP approved promotion recommendations by **April 1, 2024**.
Candidate should receive written notification from department no later than this date.
- Extramural Consultant List submission to OAA by **May 24, 2024**.
- Extramural Consultant Reference Packet submission should follow list approval (no later than **August**)

2025 Promotion Dossier Submission

Tenure, Clinician Educator, and Research Tracks

- OAA will contact department to submit dossier when minimum number of Extramural Consultant letters have been received.
- Dossiers should be finalized and “ready and waiting” for call from OAA by Fall 2024.

Academic Clinician Track

- Submit by March 1, 2025.

NOTE: To ensure all mandatory review cases get reviewed, the Provost sets the following priorities:

- the Provost office prioritizes review of full Professor recommendations in the fall semester.
- Retro-active effective dates for non-mandatory promotion recommendations not reviewed by the Provost by the proposed effective date should not be expected.



Appointments

Dossiers must be submitted to OAA 2-4 months prior to proposed effective date, depending on appointment type (see below). Retroactive start dates will be rare and should not be expected. For exceptional cases, contact OAA as early as possible for consideration. Search must be approved and RTR must be in review process before dossier submission to OAA. CSO approval is required before submission of any Tenure track appointment dossier.

Assistant Professors

- Dossier due to OAA a minimum of **2 months before proposed effective date.**
- July 1st 2024 Assistant rank appointments – Dossier due **April 1, 2024**

Associate/Full Professors

- Dossier due to OAA on average **4 months before proposed effective date.**