RPT Department Committee Request Form

Additional Guidance

Tips for Completion of the Request Form

NOTE: Some Optional Fields may be required – see below.

Required Fields – Must be completed for all actions.

- School - Perelman School of Medicine
- Proposed Rank - Selecting not just rank, but Title, e.g. Associate Professor Clinician Educator
- Appointment Start Date – start date of proposed action
- Appointment End Date (end date will always fall on June 30th of the applicable year)
  
  The term or period of appointment should be:
  
  o 3 years - Appointment and Reappointment at the Assistant rank on all FT faculty tracks
  o 5 years – Appointment, Reappointment and Promotion to Associate or Full Professor AC, Research, Clinical, 
  Adjunct, & Wistar tracks as well as Assistant rank Reappointments for Clinical, Adjunct, & Wistar tracks
  o 5 years - Appointment or Promotion to Associate Professor Tenure Track, without tenure
  o Sep 9, 9999 - Candidates who have tenure or for whom tenure is being requested & Associate & full Professors on 
  the CE track
  o Visiting track appointment and reappointment = 1 year terms, following the calendar
- Salary Level

Optional Fields – Complete fields relevant to the action and track.

- Request Notes
  Note any prior or current extensions, including start and end dates
- Mandatory Review Year
  Required for Tenure, CE & Research track Assistant rank Appointment and Reappointment, appointment to Associate 
  Professor without Tenure on Tenure track, and promotion to Associate Professor on the Tenure, CE, & Research tracks.
  
  o Years 3-4  Associate Professor Tenure Track, without tenure
  o Years 5-6 (7-year probationary period) Tenure Track (Basic Scientist)
  o Years 8-9 (10-year probationary period) CE, Research and Tenure Track (Physician Scientist)
- Tenure Probation Start Date
  Required for Tenure, CE & Research track Assistant rank Appointment and Reappointment, appointment to Associate 
  Professor without Tenure on Tenure track, and promotion to Associate Professor on the Tenure, CE, & Research tracks.
- Tenure Status
  Required for Tenure track only:
  
  o Select “Tenure track” for Appointment and Reappointment at the Assistant rank and also for the 
  rare circumstance of appointment to Associate Professor on the Tenure track, but “without” Tenure
  o Select “Tenured” for Promotion or Appointment to Associate or full Professor
- Hospital Affiliation
  Required for all CE actions; N/A for others
- Current Rank – Selecting not just rank, but Title, e.g. Associate Professor Clinician Educator
  Required ONLY for TRACK SWITCH candidates. N/A for others

Remember to click “Submit Form” in order to fulfil the requirement and allow reviewers access. This 
step is necessary not only for initial form completion, but also when revising a completed form.