RPT Department Committee Request Form

Tips for Completion

The form breaks the entry fields into Required Fields and Optional Fields, however the department must complete any Optional Fields that are relevant to the action and track.

Required Fields – *These 5 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**
- **Appointment End Date** (end date will always fall on June 30th of the applicable year)
  
  *The term or period of appointment should be:*
  - 3 years - Appointment and Reappointment at the Assistant rank on all faculty tracks
  - 5 years - Appointment, Reappointment and Promotion to Associate or Full Professor AC, Research, Clinical & Adjunct tracks
  - 5 years - Appointment or Promotion to Associate Professor Tenure Track, **without tenure**
  - Sep 9, 9999 - Candidates who have tenure or for whom tenure is being requested & Associate & full Professors on the CE track
- **Salary Level**

Optional Fields – *Complete all fields that are relevant to the action and track. See below.*

- **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 and for Promotion to Associate Professor on these tracks*
  - Years 3-4  Associate Professor Tenure Track, without tenure
  - Years 5-6 (7-year probationary period) Tenure Track (Basic Scientist)
  - Years 8-9 (10-year probationary period) CE, Research and Tenure Track (Physician Scientist)
  *Extensions will impact these timeframes*
- **Tenure Probation Start Date**
  *Required for Tenure, CE & Research track Assistant rank Appointment, Reappointment and Promotion to Associate Professor*
- **Tenure Status**
  *Required for Tenure track; N/A for others*
- **Hospital Affiliation**
  *Required for all CE actions*
- **Joint or Secondary School**
- **Joint or Secondary Department**

*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.