**RPT Department Committee Request Form**

**Additional Guidance**

**Required Fields** – *Must be completed for all actions.*

- **School** - Perelman School of Medicine
- **Proposed Rank** - Select 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:*
    - 3 years - Appointment and Reappointment at the Assistant rank on all FT faculty tracks
    - 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
    - 4 years - Appointment to Associate Professor Tenure Track, **without tenure**
    - Sep 9, 9999 - Candidates who have tenure or for whom tenure is being requested & Associate & full Professor, CE
    - Visiting track appointment and reappointment = 1 year terms, following the calendar
- **Salary Level**

**Optional Fields** – *Complete fields as required by action and track. Details below:*

- **Request Notes**
  Note any prior or current extensions, including start and end dates
- **Academic Review Date**
  *Required for CE & Research track: Assistant rank Appointment and Reappointment, and promotion to Associate Professor.*
  - 6/30/___ of Year 9* (in 10-year probationary period).
    - *ex. If mandatory review year is 2028-29, Academic Review Date is 6/30/29*
- **Probationary End Date**
  *Required for Tenure track: Assistant rank Appointment and Reappointment, appointment to Associate Professor without Tenure, and promotion to Associate Professor with and without Tenure.*
  - 6/30/___ of Year 4* (in 5-year probationary period) for appointment to Associate Professor, **without tenure**
  - 6/30/___ of Year 6* (in 7-year probationary period) for Tenure Track (Basic Scientist)
  - 6/30/___ of Year 9* (in 10-year clinical probationary period) for Tenure Track (Physician Scientist)
    - *ex. If mandatory review year is 2028-29, Academic Review Date is 6/30/29*
    - *May be adjusted if extensions have been awarded.*
- **Tenure Status**
  *Required for Tenure track only*
  - 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
  - Select “Tenured” for Promotion or Appointment to Associate or full Professor
- **Hospital Affiliation**
  *Required for CE track only*
  - Select primary location if more than one
- **Current Rank**
  *Required for TRACK SWITCH new appointments only*
  - Selecting not just rank, but current Title (track and rank)

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