I. **APPOINTMENTS**

Appointments with retroactive start dates will not be accepted.

- **Assistant Professors** – Complete Dossier due to FAPD 2 months before effective appointment date; April 1 for July 1 appointments.
- **Associate/Full Professor** – Complete Dossier due to FAPD 4 months before effective appointment date.

II. **REAPPOINTMENTS – effective July 1, 2020**

Complete Dossiers for Full-Time and Associated Faculty due **January 2020**

III. **MANDATORY REVIEWS AND PROMOTIONS – effective July 1, 2021**

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Due Date</th>
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<tbody>
<tr>
<td><strong>Assistant Professor</strong> to <strong>Associate Professor</strong></td>
<td>May 1, 2020</td>
</tr>
<tr>
<td><strong>Associate Professor</strong> to <strong>Full Professor</strong></td>
<td>May 1, 2020</td>
</tr>
</tbody>
</table>

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.

Revised 9.2019