DOSSIER DUE DATES
Appointments
Reappointments - Effective 7/1/2022
Promotions - Effective 7/1/2023

APPOINTMENTS
*Retroactive start dates will not be processed. For exceptional cases, contact FAPD as early as possible for consideration.
**Search and RTR must both be approved by dossier submission deadline.

Assistant Professors – Dossier due to FAPD minimum of 2 months before effective date.
  • July 1 Assistant rank – dossier due April 1

Associate/Full Professors – Dossier due to FAPD 4 months before effective date.

REAPPOINTMENTS – effective July 1, 2022
Dossiers for Full-Time and Associated Faculty due to FAPD no later than January 31, 2022. When possible, submit in Fall 2021.

PROMOTIONS (Mandatory Review, Early and full Professor) – effective July 1, 2023
All recommendations will be processed in accordance with the schedules of the PSOM COAP (including AC Advisory Committee) and the Provost Office. The effective date of recommendations will typically be the July 1st after 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 January 7, 2022
  • FAPD Notification of all DCOAP Approved promotion recommendations by February 4, 2022
    o Candidate should receive written notification from department no later than this date.
  • Educational Database (EDB) submission to Academic Programs Office: May 2, 2022
  • Extramural Consultant List submission to FAPD: May 20, 2022
  • Extramural Consultant Reference Packet: following list approval, but no later than August 5, 2022

Dossier submission:
For Tenure, CE, Research Track – FAPD contacts department to submit dossier with updated candidate CV when Consultant letters have been received
  ➢ Dossiers should be complete and “ready” to submit to FAPD by September to ensure timely processing

For AC track promotions: no later than January 31, 2022

To ensure all mandatory review cases get on a Provost agenda,
  o The Provost office prioritizes review of full Professor recommendations in the fall semester and must be reviewed by the Provost by 2/11/22.
  o Promotions to Associate Professor must be reviewed by the Provost by 4/30/22.

Recommendations received by the Provost after above dates may be deferred for consideration until the beginning of the next academic year.