Appointment as Associate Professor on the Tenure track, *without* Tenure

For rare and extraordinary circumstances

In the Perelman School of Medicine, when a candidate is reviewed and approved for appointment or promotion to Associate Professor on the Tenure track, the candidate is awarded Tenure with this decision. In rare and extraordinary circumstances, it is possible to propose a candidate for appointment or promotion to Associate Professor, on the Tenure track, but without the award of Tenure. Such a decision is made within the context of specific circumstances and with careful consideration by the school. These guidelines outline the conditions under which such proposals can be considered.

**Rare but qualifying reasons for this appointment type:**

1. Permanent Residency pending
2. Lack of US federal funding history
   1. International hire
   2. US based career such as within industry or National Institutes of Health (NIH)

For such appointments, candidate will generally meet all other requirements for Associate Professor rank on the Tenure track. See [PSOM COAP Guidelines](https://www.med.upenn.edu/oaa/assets/user-content/documents/career-development/tracks/coapguidelines.pdf)

**To confirm eligibility, department must notify their department liaison in the Office of Academic Affairs (OAA) as soon as the candidate is identified.**

For standard qualifying reasons, no further preliminary approval beyond OAA is required. Following search and Chief Scientific Officer (CSO) approvals, dossier may be submitted to the school.

**Extraordinary Circumstances – preliminary review required for consideration:**

Occasionally, extraordinary circumstances may warrant consideration for this unique appointment pathway for reasons other than the two standard qualifying reasons above**\***. Such circumstances require a preliminary review and approval from the Executive Vice Dean, Dr. Lisa Bellini, before the department may proceed with the RTR and Offer Letter and submission of the dossier.

**Preliminary Review Requirements:**

* Request with justification describing:
  + the extraordinary circumstance(s) and reason for request
  + the ways in which candidate meets criteria for Associate Professor rank
* Candidate’s CV & Grants documentation
* Request must be submitted to Jane Waltman, Director of Academic Review in the Office of Academic Affairs (OAA) to facilitate review with the Executive Vice Dean.

**Dossier conditions:**

* Developed following requirements for non-Tenured/Assistant rank appointments
  + Chair’s Recommendation Letter must clearly state approved and/or qualifying reason.
  + Appointment will have a 5-year probationary period, with a mandatory review (MRY) for “conversion to Tenure” (awarding of Tenure) in year’s 3 and 4, with 5th year as start of tenured status or a terminal year. Candidate may be proposed prior to the MRY.

**\***In most cases when a candidate is reviewed by a department COAP for Associate Professor on the Tenure track and is considered to be “borderline” (deemed as not quite fully meeting PSOM’s criteria for Associate Professor with Tenure), the candidate should be proposed for an initial appointment at the Assistant Professor rank. PSOM’s flexible promotion timelines make it possible for a candidate to be proposed for promotion to Associate Professor with Tenure as early as the first reappointment review when the candidate has served as faculty of a peer institution prior to coming to UPENN.

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