

## Dossier Due Dates

Reappointments Effective 7/1/26

Promotions Effective 7/1/26 and '27

Appointments

### Reappointments – effective July 1, 2026

- Dossiers for Full-Time and Associated Faculty due no later than **January 10, 2026**.
- When possible, submit **fall of 2025**.

### Promotions (Mandatory Review, Early, and full Professor) – effective July 1, 2026

**Submission of dossiers to PSOM OAA underway ~ 9/1/2025.**

- Dossiers for Tenure, CE, & Research promotions must be submitted immediately following notification that minimum EC responses have been received.
- AC promotions should be submitted as soon as possible and no later than 3/1/2026.

### Promotions (Mandatory Review, Early, and full Professor) – effective July 1, 2027

- Department COAP reviews must be completed by **April 1, 2026**. *Earlier is encouraged.*
  - Candidate should receive written notification from department no later than this date.
- Extramural Consultant (EC) List submission to OAA by **May 30, 2026**.
  - EC Reference Packet submission should follow list approval (no later than **August 2026**)
- AC Peer References should be solicited by late **Spring 2026**.

### 2027 Promotion Dossier Submission

Tenure, Clinician Educator, and Research Tracks

- Dossiers should be “ready and waiting” for OAA’s notification to submit by 9/1/2026.
  - Notification requires minimum # of Extramural Consultant responses.

Academic Clinician Track

- Submit from 9/1/26 - no later than March 1, 2027 – submit as early as possible

### Important Considerations for All Promotion Reviews:

- Recommendations are processed according to the schedules of the PSOM COAP and the Provost office and in the order in which they are marked as complete following submission to OAA.
- **Adherence to deadlines increases chance for completion of review in current academic year.** Retroactive effective dates should not be expected.
- The Provost office prioritizes review of full Professor cases in the fall semester.
- The effective date **for non-mandatory promotions** is determined by the date the case is reviewed by the Provost. Cases not received by the last PSC/S meeting of the year, will be effective the following academic year.



## Appointments

Dossiers must be submitted to OAA 2-4 months prior to proposed effective date, depending on appointment type (see below). Retroactive start dates will be rare and should not be expected. For exceptional cases, contact OAA as early as possible for consideration. Search must be approved and RTR must be in review process before dossier submission to OAA. CSO approval is required before submission of any Tenure track appointment dossier.

### Assistant Professors

- Dossier due to OAA a minimum of **2 months before proposed effective date.**
- July 1<sup>st</sup> 2026 Assistant rank appointments – Dossiers due **April 1, 2026**

### Associate/Full Professors

- Dossier due to OAA on average **4 months before proposed effective date.**