Consideration of Promotion Review Concomitant with 1st Reappointment

“Generally, promotion to associate professor does not occur before the second or final reappointment. It is recognized that some faculty on a steep trajectory may be ready for promotion sooner. Generally, no faculty will be eligible until after successful completion of their first reappointment unless they have completed at least 2 years in a faculty position in a peer institution. **Such proposals will be rare and should be pre-reviewed by the PSOM COAP chairs prior to initiating a request for promotion in the department**.” [PSOM COAP Guidelines](https://www.med.upenn.edu/oaa/assets/user-content/documents/career-development/tracks/coapguidelines.pdf)

This document outlines the process for such preliminary reviews.

**Preliminary Review Procedure**

Before holding a d-COAP vote to consider a faculty member for promotion to the rank of Associate Professor at the time of their first reappointment, the department must request a preliminary review by the appropriate PSOM COAP Chair for support to proceed with a d-COAP vote.

Requirements:

* Statement of justification for promotion review concomitant with first Reappointment
  + Must identify time in a faculty appointment prior to appointment at PSOM.
  + Must describe ways in which the candidate meets expected criteria for Associate Professor rank on their designated track.
* Candidate’s updated FEDS CV and Grants pages

Instructions & Process:

* Request for preliminary review with justification statement and candidate’s CV should be emailed to Jane Waltman, Director of Academic Review, in the Office of Academic Affairs (OAA).
* OAA will facilitate review of submitted materials with the appropriate PSOM COAP Chair.
* OAA will communicate COAP Chair decision to the department.

Outcome:

**If preliminary support is granted** - Department may move forward with completion of draft dossier for D-COAP review and submission of case to school.

**If preliminary support is not granted** - Department must wait until after Provost approval of candidate’s first reappointment, before considering the promotion in the D-COAP.

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