

## Dossier Due Dates

Reappointments Effective 7/1/23

Promotions Effective 7/1/24

Appointment

### Reappointments – effective July 1, 2023

- Dossiers for Full-Time and Associated Faculty due no later than **January 13, 2023**.
- When possible, submit **fall of 2022**.

### Promotions (Mandatory Review, Early, and full Professor) – effective July 1, 2024

All recommendations will be processed in accordance with the schedules of the PSOM COAP (including AC subcommittee) 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 **April 1, 2023**. Earlier is encouraged.
- OAA Notification of all DCOAP approved promotion recommendations by **April 1, 2023**. Candidate should receive written notification from department no later than this date.
- Extramural Consultant List submission to OAA by **May 26, 2023**.
- Extramural Consultant Reference Packet submission should follow list approval; no later than **August**.

### 2024 Promotion Dossier Submission

Tenure, Clinician Educator, and Research Tracks

- OAA will contact department to submit dossier when minimum number of Extramural Consultant letters have been received.

Academic Clinician Track

- Submit by January 31, 2023.

NOTE: To ensure all mandatory review cases get on a Provost agenda,

- the Provost office prioritizes review of full Professor recommendations in the fall semester and must be reviewed by the Provost by **2/10/24**.
- promotions to Associate Professor must be reviewed by the Provost by **4/28/24**.

Recommendations received by the Provost after above dates may be deferred for consideration until the beginning of the next 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 and RTR must both be approved before dossier submission.

### Assistant Professors

- Dossier due to OAA a minimum of **2 months before proposed effective date.**
- July 1<sup>st</sup> 2023 Assistant rank appointments – Dossier due **April 1, 2023**

### Associate/Full Professors

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