To: Department Chairs, D-COAP Chairs, Faculty Coordinators

From: Arberetta W. Bowles, Executive Director, Office of Academic Affairs

Date: October 13, 2021

RE: Procedures and Schedule for Faculty Appointments, Reappointments and Promotions AY2021-22 and AY2022-23

I am writing to review selected current and updated policies, guidelines and procedures for recruitment, appointment, reappointment, tenure decisions, and promotion on the tenure, clinician-educator, research, and academic clinician track. I’d appreciate it greatly if you would share this document with all involved in the various processes.

As you may know, we have encountered a number of challenges with our new systems Workday and Interfolio. Please know that we are continually working towards solutions and enhancements for the next phase.

I’d also like to take this time to express my gratitude to your faculty coordinators and department administrators for their contributions to these processes and their patience as we all learn and grow together.

Key Deadlines at a Glance

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<th>Action</th>
<th>Due by</th>
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<tr>
<td>EDB - Recommendation for Promotion (eff. 7/1/2022)</td>
<td>May 10, 2021</td>
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<tr>
<td>Extramural Consultant Packet - Recommendation for Promotion (eff. 7/1/2022)</td>
<td>August 1, 2021</td>
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<td>Recommendation for Reappointment (eff. 7/1/2022)</td>
<td>January 31, 2022</td>
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<td>DCOAP Recommendation for Promotion (eff. 7/1/2023)</td>
<td>January 7, 2022</td>
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<td>EDB - Recommendation for Promotion (eff. 7/1/2023)</td>
<td>May 2, 2022</td>
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<td>Extramural Consultant List - Recommendation for Promotion (eff. 7/1/2023)</td>
<td>May 20, 2022</td>
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<tr>
<td>Extramural Consultant Packet - Recommendation for Promotion (eff. 7/1/2023)</td>
<td>Immediately after Extramural Consultant List is Approved but no later than August 5, 2022</td>
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Searches
The Perelman School of Medicine Plan for Diversity and Inclusion affirms their commitment to a diverse faculty. Please ensure that your departmental Diversity Search Advisors are working with you, your Vice Chairs, and the search committees from the initial stages of the search process through completion to “generate the broadest and strongest possible candidate pool” and to ensure that every qualified
candidate is given equal effort and consideration. Please see the Diversity Search Advisor Resources on our website: [https://www.upenn.edu/oaa/](https://www.upenn.edu/oaa/).

Note: Please be advised that you will receive additional communication regarding our department name change from Faculty Affairs & Professional Development to the Office of Academic Affairs (OAA) and the launch our redesigned website on October 15, 2021. Until then you may access our current [website](https://www.upenn.edu/oaa/).

**Key Takeaways**

- **A national search is required** for candidates in the tenure, clinician-educator and research tracks.  
  o The **approved** advertisement must be posted and published for at least three (3) months.
- **A limited** search is required for candidates in the academic clinician track.  
  o The **approved** advertisement must be posted and published for at least one (1) month.
- The search committee membership must be diverse and should include underrepresented minorities (URM) and women. Search committee resources are available on our website.  
  o A PSOM Diversity Search Advisor must review and approve the search before the recommendation of a faculty appointment is submitted to the PSOM COAP/PSC.
  
  o *If the search process, including the composition of the search committee, is determined to be non-compliant with University AA/EEO policies, the recommendation for appointment will not be processed.* It is important that you collaborate with and support your departmental Diversity Search Advisor in their efforts to increase outreach activities and work with search committees and others during the recruitment process to promote diversity goals and ensure compliance.

- Information on the Provost’s [Faculty Opportunity Fund](https://www.upenn.edu/oaa/) is also available on our website. The fund provides salary support for the recruitment of women and underrepresented minorities (URM) faculty in the tenure and clinician-educator tracks. Please contact Karen Grasse in the OAA at grasse@upenn.edu for information on the application process.

**RECRUITMENT/APPOINTMENT**

To the extent possible, the documentation for the appointment process should begin during the recruitment process. Preparing proactively will significantly improve the timeline for the appointment process. Please note:

- Retroactive start dates will not be processed. For exceptional cases, contact OAA as early as possible for consideration.
- Search and Request to Recruit (RTR) must both be approved by the dossier submission deadline.

**RECOMMENDATIONS FOR REAPPOINTMENT/DEADLINES**

*Recommendations for reappointment must be completed by departmental COAPs and submitted to OAA no later than January 31, 2022.*

**Key Takeaways**

- Departments must also review potential considerations for changes in track. In general, all changes in track must be completed by the year prior to the second reappointment. There must be documentation of a departmental COAP vote for a change in track by June 30th of the year before the final year of a faculty member’s second 3-year appointment.
For example, if the end date of the faculty member’s first reappointment is June 30, 2023, typically year 5 (NOTE: approved extensions will adjust this schedule), the departmental COAP must vote on the proposed change in track no later than June 30, 2022. 

The exception is the Research Track (see details below).

• Therefore, it is a good idea to look ahead now to AY 2023, identify reappointment candidates and put them on a departmental agenda for discussion.

Helpful reminders
• All changes in track are new appointments.
• If the change in track is to the standing faculty (tenure or CE), a national search is required.
• If the change in track is from the research track to the tenure track, the probationary period will be shortened (from a 10 year probationary period to a 7 year probationary period). *If the change in track is from the research track to the tenure track, the process must be completed by the end of the first appointment (generally by year 3, not including extensions).
• As a precaution, please review the status of all assistant professors who are in their second 3-year appointment.

RECOMMENDATIONS FOR PROMOTION EFFECTIVE 7/1/22—DEADLINES
For those candidates in the tenure, CE or research tracks whose mandatory review year is 2021-22, the deadline for submission of the educational database was 5/10/21, and deadline for submission of extramural consultant packets was 8/1/21.

Helpful Reminders
• The same deadlines are in force for recommendations for promotion candidates in those tracks who are not in their terminal year; i.e., early promotions.
• Compliance with the deadlines will increase the chances for completion of the promotion review process during the current academic year.
• Reviews that are not completed in the current academic year will be deferred to FY23 and will not be retroactive.
• The Provost will review recommendations for promotion to Associate Professor with tenure and promotion to Associate Professor in CE and Research Tracks one time only.

The Provost has established the following deadlines:
• Promotions to Professor in the tenure, CE, or research tracks must be reviewed by the Provost by 2/12/22.
  o Recommendations received after that date may be deferred for consideration until the beginning of the next academic year.
• Promotions to Associate Professor in the tenure, CE, or research tracks must be reviewed by the Provost by 4/30/22.
  o The Provost will not review candidates for promotion in their terminal year.
• Promotions in the AC track are reviewed by the Provost’s Staff Conference subcommittee. The same schedule should be followed.
RECOMMENDATIONS FOR PROMOTION EFFECTIVE 7/1/23—DEADLINES

Key Takeaways

- Departmental COAP reviews for mandatory and accelerated promotions to associate professor in tenure, CE, and research tracks must be completed by 1/7/22.
  - The same schedule should be applied to reviews for promotion to full professor and to promotions in the AC track.
- Candidates for promotion should be notified, preferably in writing, by 2/4/22, to allow sufficient time to prepare the Educational Database which must be submitted to Academic Programs (T, CE, AC); the extramural consultant list (T, CE, R); the documentation for the clinical evaluations and peer references (AC).
- Please forward the names of DCOAP approved candidates to OAA.

Helpful Reminders

- You can access information on your faculty through https://my.med.upenn.edu/. To review the mandatory review list (for promotion to Associate Professor on the tenure, CE, and research tracks), click on the Department Dashboard and click on “Current Faculty Counts.”
- Faculty in the AC track will not be included in the mandatory review list.
- Your faculty coordinator will work with you to keep you informed of all deadlines.
- Promotions to Professor: Departmental COAPs are strongly encouraged to review the CVs of all current associate professors on an annual basis for consideration for promotion.

TERMINAL YEAR LETTERS

Templates for terminal year letters are provided by the Provost and must be used in their prescribed format. The Office of Academic Affairs will provide the appropriate template for this purpose. The signed letter must be scanned and sent to Vivian Fisher in the OAA at fisherv@upenn.edu as soon as it is signed and no later than 5/31 of the mandatory review year. For all other faculty who will be receiving a terminal year letter, the notification must comply with Provost policies and processes regarding termination.

Remember your Faculty Coordinator/Administrator is there to support and guide you through the various processes. Should you have any process questions, please feel free to contact your Faculty Coordinator/Administrator. If you have questions related to this communication, please feel free to contact our office.

cc:  J. Larry Jameson, M.D., Ph.D.
    Lisa Bellini, M.D., MACP
    Anna T. Delaney
    Eve Higginbotham, SM, MD
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