

**APPOINTMENT OR PROMOTION APPLICATION  
AFFILIATED FACULTY – COLLEGE OF MEDICINE (COM)**

**Instructions for application packet submission**

- ✓ Print and submit all materials as **single-sided** documents.
- ✓ Sign the application; unsigned applications will be returned.
- ✓ Enclose current curriculum vita (CV) with application.
- ✓ Application packet must include a letter of support from the hospital department chair or other appropriate supervising physician or chair.
- ✓ NEOMED clinical department chair submits application packet to the College of Medicine (COM) Faculty Appointments and Promotions Committee via the Office of Clinical Affairs in the COM Dean’s Office.

**Review and approval timelines**

**Appointments**

Applications are reviewed in accordance with the quarterly meetings of the Board of Trustees. The effective date of approved appointments coincides with the date of the Board of Trustees action (see table below). Newly appointed faculty are notified by the Office of the Vice President for Academic Affairs after Trustees’ meetings

Application materials are processed through review and approval by several bodies prior to consideration by the Trustees including Clinical Affairs, the COM Faculty Appointments and Promotions Committee, and the Dean. To provide timely transmission of information for approvals, materials received by the Office of the Vice President for Academic Affairs after the following submission deadlines cannot be processed until the next quarter. **Time for approvals may be extended if required information is omitted or additional information is requested by the committee.**

Recommended deadline for Department Chairs to submit applications to NEOMED’s Office of Clinical Affairs	Deadline for receipt by the Office of Vice President for Academic Affairs	Board of Trustees Action takes place in:
<b>June 1</b>	July 1	September
<b>September 1</b>	October 1	December
<b>November 1</b>	December 1	March
<b>February</b>	March 1	June

**Promotions**

Applications are reviewed annually. The following deadlines **in bold** are determined by the Faculty Bylaws, College of Medicine - Appendix A:

Submission Deadline	Promotion Application Procedures
<b>July 1</b>	Faculty member notifies department chair of intent to stand for promotion
<b>August 1</b>	Faculty member submits application, CV and letter of support from hospital department chair to NEOMED department chair
September 1	NEOMED department chair submits application packet to Clinical Affairs
<b>October 1</b>	Application packets are forwarded to the Office of the Vice President for Academic Affairs on behalf of the COM Faculty Appointments and Promotions Committee for their review
March/June	Board of Trustees Action
<b>July 1</b>	Promotion becomes effective

Newly promoted faculty are notified after the July 1 effective date.

**Questions**

Please contact the Office of the Vice President for Academic Affairs at (330) 325-6721 or [dboggs@neomed.edu](mailto:dboggs@neomed.edu).