

## Timeline Explanation

\* To provide timely transmission of materials to the committees, deans, and Board of Trustees, who review and approve these actions, appointment materials received after submission deadlines cannot be processed until the following quarter.

\*Time for review may be extended if required information is omitted or additional information is requested.

\*Applications for appointments, promotions, and reappointments must be recommended and submitted by NEOMED Department Chairs. Please contact your department chair for assistance.

\*For further information, contact the Donna Boggs by email at [dboggs@neomed.edu](mailto:dboggs@neomed.edu) or by phone at (330) 325-6721.

**2021-2022**

## Review Schedule for Appointments, Promotions, and Reappointments

### **Non-tenure Track Faculty**

<b>Process</b>	<i>For College of Medicine ONLY Date for submission to Clinical Affairs in the College of Medicine Dean's Office</i>	<b>Submission Deadline to Faculty Affairs by:</b>	<b>Board of Trustees Action</b>	<b>Effective Date of Approved Action</b>
<b><u>APPOINTMENTS</u></b>  *(See important notes at left)	<b>June 1</b> <i>Recommended</i>	<b>July 1</b>	September 2021	September 15, 2021
	<b>September 1</b> <i>Recommended</i>	<b>October 1</b>	December 2021	December 15, 2021
	<b>November 1</b> <i>Recommended</i>	<b>December 1</b>	March 2022	March 15, 2022
	<b>February 1</b> <i>Recommended</i>	<b>March 1</b>	June 2022	June 15, 2022
<b><u>PROMOTIONS</u></b>	<b>September 1</b> <i>Required</i>	<b>October 1</b>	March 2022	July 1, 2022
<b><u>REAPPOINTMENTS</u></b>  <ul style="list-style-type: none"> <li>• <i>Anatomy &amp; Neuro</i></li> <li>• <i>Emergency Medicine</i></li> <li>• <i>Internal Medicine</i></li> <li>• <i>Pharmaceutical Sciences</i></li> </ul>	<i>Not applicable</i>	<b>March 15</b>	June 2022	July 1, 2022