**SAMPLE Academic Review Schedule**

**Tenure - Basic Scientist, Assistant rank**

**7-year probationary period**

**Name:** Jane Doe, MD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Track:**\_\_\_\_\_\_\_\_\_

**Official Title:** Assistant Professor of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start date**: 7/1/21

On the Tenure track faculty have a mandatory review for promotion to Associate Professor. The time between initial appointment and when faculty are reviewed for promotion is the probationary period. Tenure Track Basic Scientists have a 7- year probationary period and one reappointment review. Certain life events qualify for an Extension to the probationary period. Refer to Policy II.E.3 in the [Faculty Handbook](https://catalog.upenn.edu/faculty-handbook/) for details.

**Academic Review Schedule**

You will partner with your department Faculty Coordinator to review, draft & compile the required documents for each of your academic reviews. You must maintain your CV, grants and teaching records.

* **Your initial appointment term ends:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **Your Probationary Period begins:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **Your mandatory review year\* is:**\_\_\_\_\_\_\_\_\_\_\_.
* You will have **\_1\_ reappointment review** prior to promotion.

***\*****In the event of an approved Extension to the probationary period, reappointments and mandatory review years will be adjusted.* ***If NO extensions, your review schedule will be:***

|  |  |  |
| --- | --- | --- |
|  | Effective Date | Department Review |
| Reappointment | 7/1/2024\*\* | Fall 2023 |
| Promotion | 7/1/2027\*\* | Fall 2025 (dossier completed through 2026) |

***\*\**** *All reappointments and promotions are* *subject to approval by your Department Chair, Department COAP, PSOM COAP, Dean, and the University Provost.*