
To: Department Chairs, D-COAP Chairs, Vice Chairs for Faculty, Faculty Search Advisors, Faculty Coordinators

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

Date: October 13, 2025

RE: Procedures and Schedule for Faculty Appointments, Reappointments, and Promotions AY 2026 and AY 2027

This memo outlines essential updates to the policies, guidelines, and procedures for search and recruitment, appointment, reappointment, tenure decisions, and promotions for all full-time tracks at the Perelman School of Medicine (PSOM). Please review this memo thoroughly and share it with all leaders and administrators involved in the relevant processes.

KEY UPDATES

- **Unified Guidelines:** The [PSOM COAP Guidelines](#) now cover all four full-time tracks (AC, CE, Tenure, Research). There is no longer a separate AC criteria document. All members are expected to review the updated Operational Guidelines.
- **d-COAP Operational Guidelines updated:** All d-COAP members are expected to read the [Operational Guidelines](#). d-COAP Chairs are expected to ensure compliance with procedures.
- **d-COAP e-Voting:** Confidential e-voting is now required. Voting must be anonymous, conducted immediately after each case discussion through a school-approved electronic system (e.g., Qualtrics). Absentee voting is not permitted. OAA will assist departments in implementing e-voting procedures, if needed.
- **Standing Faculty Searches:** Recruitment requires preliminary review by PSOM leadership before a position may be posted and upon identification of a preferred candidate. Does not apply to CHOP (see Dr. Lisa Bellini email, April 17, 2025).

SEARCHES

- Departments are responsible for ensuring that faculty search processes are fair, open, and consistent with School and University policies and guidelines. Faculty Search Advisors (FSAs) and Search Committee Chairs lead these efforts and must certify that the searches have been done in compliance with policy.
- Timely submission of search documentation is key in meeting target start dates. Once the preferred candidate is chosen, departments should work to finalize the documentation and submit the search to OAA.
- All full-time faculty appointments require a search. Departments seeking a search waiver should contact OAA as soon as possible (Kim Haebel khaebel@upenn.edu). Waiver requests are rare and subject to approval by PSOM and the University.
- See our [Search & Recruitment](#) page for additional information.

RECRUITMENT and APPOINTMENT

All new, full-time positions (including track switches), require completion of the Request to Recruit (RTR) process. RTRs should be submitted immediately after the department has finalized the terms of an offer. Once the preferred candidate is identified, **preparation of required dossier components should begin immediately concurrent with the RTR process.** Tenure cases must have an approved CSO review, prior to dossier submission.

- Retroactive start dates will be rare and are not guaranteed.
- In truly exceptional cases, departments may submit a request to use the *temporary status*, [Faculty Pending](#) - such requests should be rare and are subject to Provost approval.
 - The temporary Faculty pending status should be **used only for those appointment types that require intensive processing** such as PIK appointments, joint appointments, or senior ranking appointments on the Tenure, CE, & Research tracks as needed for completion of the Extramural Consultant process.
 - Only in truly exceptional circumstances will appointments at the Assistant Professor rank (all tracks and categories) be permitted to request the Faculty Pending status.
 - Faculty Pending does not guarantee approval of the proposed track and rank.
 - Until approved by the Provost, faculty are not permitted to use their proposed academic title while in faculty pending status or until final authority for the appointment has been granted. Faculty are also not permitted to use Faculty Pending or modify their title in any way with Faculty Pending prior to University approval, i.e., Faculty Pending, Faculty Pending (title) or (title) Faculty Pending.
- **Standard processing times must be factored in when negotiating appointment start dates.**
 - Appointment dossiers should be submitted to OAA 2-4 months prior to the proposed effective date, depending on the track and rank proposed.

TRACK CHANGE CONSIDERATIONS

Track changes should be rare and often require preliminary support from the Dean's office before submitting a dossier – see [preliminary review requirements](#). Any switch will be processed as a new appointment. Track changes into the Standing Faculty require completion of a national search.

- Generally, track changes must be completed prior to the second (or first, if only*) reappointment.
 - There must be documentation of a d-COAP vote for a change in track by June 30 of the year preceding the candidate's last year of their second (or first, if only*) approved term.
 - For example, if a candidate is due for second reappointment effective 7/1/27, the d-COAP must vote on a proposed change in track no later than 6/30/2026, with an expected effective date of 7/1/27 for the new position.
- *A change from the Research track (or CE track PhD candidate) to the Tenure track will result in a shortening of the probationary period from 10 years to 7 years, and thus, such decisions must be made before the end of the first appointment term.**

Look ahead now to AY 2027 reappointments to identify any candidate who may be considered for a track change.

PROMOTIONS EFFECTIVE 7/1/26

- Tenure, CE & Research track candidates - **dossiers should now be ready and waiting for a "notification to submit" from OAA.**
 - Extramural Consultant process deadlines for this cohort have passed.
- AC track candidates - dossiers may be submitted between 9/1/25 – 3/1/26.

RECOMMENDATIONS FOR PROMOTION EFFECTIVE [7/1/27](#)—DEADLINES

- D-COAP reviews for all candidates (mandatory review or otherwise) must be completed **by 4/1/26.**

- Completion of d-COAP reviews before this date is strongly encouraged.
- OAA must be notified of d-COAP decisions and all reported in April of 2026.
- Candidates for promotion should be notified of the d-COAP decision promptly, preferably in writing, following the d-COAP meeting.
- Preparation of the extramural consultant list (T, CE, R) and peer reference lists (AC) should begin after positive d-COAP decision.

Important Note on Timelines

- The same deadlines apply to all tracks for recommendations for promotion.
- PSOM COAP-approved **mandatory review cases** will be submitted for Provost review as quickly as possible. If a case cannot be reviewed before the academic year ends, it will be forwarded as soon as possible with a request for a retroactive effective date.
- **Non-mandatory reviews** not completed by PSOM-COAP in the current academic year, will be reviewed and sent to the Provost as quickly as possible. **The effective date of non-mandatory promotions is determined by the Provost. Retroactive effective dates should not be expected.**
- *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 will not review candidates for promotion in their terminal year.*

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, potential full Professor or faculty proposed for review prior to their mandatory review year are not included in the mandatory review list.
- *Promotions to Professor: Departmental COAPs are strongly encouraged to review the CVs of all associate professors on an annual basis for consideration for promotion.*

KEY DEADLINES AT A GLANCE

2026 REAPPOINTMENTS	
Dossier submission: All tracks, effective 7/1/2026	January 15, 2026. If possible, submit earlier-Fall 2025
2026 PROMOTIONS (mandatory, early, to full - FT tracks)	
d-COAP Review and OAA Notification of proposal	4/1/2025
Extramural Consultant List submission	5/24/2025
Extramural Consultant Reference Packet	Following List approval - No later than August 1, 2025
Dossier submission for actions effective 7/1/2026	<u>Ten/CE/Res track</u> - as soon as notified by OAA as "ready;" Dossier should be finalized by early Fall '25. <u>AC track</u> submitted by 3/1/2026 or earlier.
2027 PROMOTIONS (mandatory, early, to full - FT tracks)	
d-COAP Review and OAA Notification of proposal	04/01/2026
Extramural Consultant List submission	05/30/2026
Extramural Consultant Reference Packet	Following list approval, no later than August 1, 2026
Dossier submission for effective 7/1/2027	<u>Ten/CE/Res track</u> - as soon as notified by OAA as "ready;" Dossier should be finalized by early Fall '26. <u>AC track</u> submitted by 3/1/2027 or earlier.

APPOINTMENTS	
Assistant rank effective 7/1/26	No later than 4/1/2026
Associate and full Professor effective 7/1/26	3/1/2026 or as soon as possible following completion of Extramural Consultant process.
All other start dates - Assistant rank, all tracks and AC Senior ranks	At least 2 months prior to proposed effective date
All other start dates - Associate and full Professor rank, Ten / CE / Res	At least 3-4 months prior to the proposed effective date or <i>as soon as possible following completion of the EC process.</i>

TERMINAL YEAR APPOINTMENTS

If a mandatory review candidate is not approved by your d-COAP, a terminal year appointment effective July 1 of the last year of their probationary period, will be given.

- The letter should be signed by the faculty member and emailed 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.**
- 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 to departments as needed.
- For all other faculty who will be receiving a terminal year letter due to disapproval by PSOM COAP or PSC, the notification must comply with Provost policies and procedures regarding termination.

POLICIES / FORMS

Some of our most frequently referenced policies and guidelines can be found [here](#).

New Policies & Guidelines

- [PSOM-Specific Addendum to University Guidance for Disposition of Documents, Data & Access](#)
- (Univ) [Disposition of Documents, Data, & Access](#)
- [Faculty Leave and Transition Guidelines](#)
- [MOU Process](#)
- [MOU Template](#)

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