

## Reinstatements

- Reinstatement is the action of rehiring a faculty member into a previously resigned position.
- Must be processed within **2 years** of the resignation date.
- Must be returning to the same exact position (same track, rank, and department as at the time of resignation).
- Faculty pending and a retroactive academic appointment start date are not available for reinstatements.
- Prior years in a probationary period count. The probationary “clock” does not reset—being reinstated will not grant additional time.
- Reinstatements do not require a search, but an RTR is still required.
  - For Tenure track reinstatements, the CSO Terms of recruitment Request Form must be submitted for review and approval. CHOPPA review is required for CHOP Tenure track faculty.
- A smaller, modified dossier is reviewed by DCOAP and then submitted via Interfolio RPT
  - FEDS CV & Grants
  - Chair’s Recommendation Letter
  - Academic Plan
  - The School may request additional documents in unique circumstances
- The length of first reinstated term will be for the number of years which would complete the last approved term, so that the candidate’s academic review timeline stays on schedule.
  - Ex. If last approved term was 7/1/24 – 6/30/27 and candidate resigned 6/30/25 (completing only 1 year of the 3-year term), then, if they are reinstated 7/1/26, the initial reinstated term will be for 2 years (to complete the standard 3-year term), thus 7/1/26 – 6/30/28.