

RPT Deadlines 2023-24

College of Human Medicine

Appointment System	Action	Deadline to submit to college (FAD)	College peer review?	University review?	University Deadline	Final Notifications Expected	Expected Effective Date	HR Action Completed By
Tenure System	Reappointment, Award of Tenure, Promotion	December 15	Yes	EVP + Provost + President; BOT for Award of Tenure	Last working day in February	After June BOT meeting	July 1 for promotion or tenure	Central HR
Health Programs System	Promotion	January 15	Yes	EVP	March 15	May-June	July 1	Central HR
	Reappointment	January 15	No	EVP if areas of concern ⁱ	ASAP	March 31	July 1	Department
Clinical/Adjunct Non-prefix System	Promotion	January 15	Yes	None	n/a	May-June	July 1	Community
	Reappointment	January 15	No	None	n/a	n/a	July 1	CHM HR (Mass Update)
Fixed Term Faculty System	Promotion	January 15	Yes	EVP	n/a	June-July	July 1	Department
MSU-paid Research System	Promotion	January 15	Yes	EVP	n/a	June-July	July 1	Department
Academic Specialist System	Reappointment in Continuing System, Award of Continuing Status, Promotion	First working day in March	No	EVP	First working day in May	August 1	July 1 for promotion or continuing status	Central HR
	Reappointment in Fixed Term System	n/a	No	None	n/a	n/a	Varies	Department
Clinical/Adjunct Prefix System	Promotion	Last working day in May	No	None	n/a	June-July	July 1	Community
Research-HFH System	Promotion	First working day in October	Yes	None	n/a	November-December	Jan 1	Department

ⁱ The completed reappointment review form (HP-C) with chairperson and dean signatures must be submitted as part of the reappointment transaction in EBS. If the departmental review results in a rating of Below Average or below in one or more categories of review, the reappointment request must **also** be reviewed by the EVP for Health Sciences office before submission in EBS. Faculty who will not be reappointed must be informed at least three months prior to the ending date of their appointment whether they will be offered reappointment. Therefore, college and (where needed) university reviews must be completed, and notifications made, by March 31 in most cases.