CHM Deadline Summary

Office of Faculty Affairs and Development

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| **Category** | **Action** | **Materials Type** | **Due Date** | **Save File As** |
| **TENURE** |
| RPT | Reappointment | Dossier (Form on Progress & Excellence) | Dec 15 | *LastFirst-TS-2526-Reappt-Dept.pdf* |
| RPT | Promotion | Dossier (Form on P&E) | Dec 15 | *LastFirst-TS-2526-Prom-Dept.pdf* |
| RPT | RPT Action Confirmation | EBS RPT Inbox | Dec 15 | *N/A* |
| RPT | Documentation of Performance Review | EBS Ann. Tenure System Faculty Review | Dec 15 | *N/A* |
| Annual Review | Annual Review Submission | Annual Review, Spreadsheet Completion | July 1 | *LastFirst-TS-2025-AR-Dept.pdf*  |
| **HEALTH PROGRAMS** |
| RPT | Reappointment | Dossier (HP-C) | Jan 15 | *LastFirst-HP-2526-Reappt-Dept.pdf* |
| RPT | Promotion | Dossier (Form on P&E) | Jan 15 | *LastFirst-HP-2526-Prom-Dept.pdf* |
| RPT | RPT Action Confirmation | University Form (HP-A) | Jan 15 | *HPA-2526-Dept* |
| Annual Review | Annual Review Submission | Annual Review, Spreadsheet Completion | July 1 | *LastFirst-HP-2025-AR-Dept.pdf*  |
| **NON-PREFIX** |
| RPT | Reappointment | Dossier (NP-C) | Jan 15 | *LastFirst-NP-2526-Reappt-Dept.pdf* |
| RPT | Promotion | Dossier (Form on P&E) | Jan 15 | *LastFirst-NP-2526-Prom-Dept.pdf* |
| Annual Review | Annual Review Submission | Annual Review, Spreadsheet Completion | July 1 | *LastFirst-NP-2025-AR-Dept.pdf*  |
| **FIXED-TERM** |
| RPT | Promotion | Dossier (Form on P&E) | Jan 15 | *LastFirst-FT-2526-Prom-Dept.pdf* |
| Annual Review | Annual Review Submission | Annual Review, Spreadsheet Completion | July 1 | *LastFirst-FT-2025-AR-Dept.pdf*  |
| **MSU RESEARCH FACULTY SYSTEM** |
| RPT | Promotion | Dossier (Form on P&E)  | Jan 15 | *LastFirst-RS-2526-Prom-Dept.pdf* |
| Annual Review | Annual Review Submission | Annual Review, Spreadsheet Completion | July 1 | *LastFirst-RS-2025-AR-Dept.pdf*  |
| **ACADEMIC SPECIALIST** |
| RPT | Reappointment (Continuing Status) | Dossier (Form on P&E) | Mar 1 | *LastFirst-AS-2526-Reappt-Dept.pdf* |
| RPT | Award of Continuing Status | Dossier (Form on P&E) | Mar 1 | *LastFirst-AS-2526-Cont-Dept.pdf* |
| RPT | Promotion | Dossier (Form on P&E) | Mar 1 | *LastFirst-AS-2526-Prom-Dept.pdf* |
| RPT | 60+ FTE Service Months | University Form  | Mar 1 | *AS60FTE-2526-Dept* |
| Annual Review | Annual Review Submission | Annual Review, Spreadsheet Completion | July 1 | *LastFirst-AS-2025-AR-Dept.pdf*  |
| **PREFIX FACULTY SYSTEM** |
| RPT | Promotion | Dossier (Form on P&E) | May 31 | *LastFirst-Prefix-2526-Prom-Dept.pdf* |
| Annual Review | No Collection | *N/A* |
| **HENRY FORD RESEARCH FACULTY SYSTEM** |
| RPT | Promotion | Dossier (per HFH requirements) | Oct 1 | *LastFirst-RH-2526-Prom-Dept.pdf* |
| Annual Review | No Collection (HFH Research System ONLY) | *N/A* |