

CHM Deadline Summary

Office of Faculty Affairs and Development

Category	Action	Materials Type	Due Date	Save File As
TENURE				
RPT	Reappointment	Dossier (Form on Progress & Excellence)	Dec 15	<i>LastFirst-TS-2425-Reappt-Dept.pdf</i>
RPT	Promotion	Dossier (Form on P&E)	Dec 15	<i>LastFirst-TS-2425-Prom-Dept.pdf</i>
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	<i>LastFirst-TS-2024-AR-Dept.pdf</i>
HEALTH PROGRAMS				
RPT	Reappointment	Dossier (HP-C)	Jan 15	<i>LastFirst-HP-2425-Reappt-Dept.pdf</i>
RPT	Promotion	Dossier (Form on P&E)	Jan 15	<i>LastFirst-HP-2425-Prom-Dept.pdf</i>
RPT	RPT Action Confirmation	University Form (HP-A)	Jan 15	<i>HPA-2425-Dept</i>
Annual Review	Annual Review Submission	Annual Review, Spreadsheet Completion	July 1	<i>LastFirst-HP-2024-AR-Dept.pdf</i>
NON-PREFIX				
RPT	Reappointment	Dossier (NP-C)	Jan 15	<i>LastFirst-NP-2425-Reappt-Dept.pdf</i>
RPT	Promotion	Dossier (Form on P&E)	Jan 15	<i>LastFirst-NP-2425-Prom-Dept.pdf</i>
Annual Review	Annual Review Submission	Annual Review, Spreadsheet Completion	July 1	<i>LastFirst-NP-2024-AR-Dept.pdf</i>
FIXED-TERM				
RPT	Promotion	Dossier (Form on P&E)	Jan 15	<i>LastFirst-FT-2425-Prom-Dept.pdf</i>
Annual Review	Annual Review Submission	Annual Review, Spreadsheet Completion	July 1	<i>LastFirst-FT-2024-AR-Dept.pdf</i>
MSU RESEARCH FACULTY SYSTEM				
RPT	Promotion	Dossier (Form on P&E)	Jan 15	<i>LastFirst-RS-2425-Prom-Dept.pdf</i>
Annual Review	Annual Review Submission	Annual Review, Spreadsheet Completion	July 1	<i>LastFirst-RS-2024-AR-Dept.pdf</i>
ACADEMIC SPECIALIST				
RPT	Reappointment (Continuing Status)	Dossier (Form on P&E)	Mar 1	<i>LastFirst-AS-2425-Reappt-Dept.pdf</i>
RPT	Award of Continuing Status	Dossier (Form on P&E)	Mar 1	<i>LastFirst-AS-2425-Cont-Dept.pdf</i>
RPT	Promotion	Dossier (Form on P&E)	Mar 1	<i>LastFirst-AS-2425-Prom-Dept.pdf</i>
RPT	60+ FTE Service Months	University Form (AS-G)	Mar 1	<i>ASG-2425-Dept</i>
Annual Review	Annual Review Submission	Annual Review, Spreadsheet Completion	July 1	<i>LastFirst-AS-2024-AR-Dept.pdf</i>
PREFIX FACULTY SYSTEM				
RPT	Promotion	Dossier (Form on P&E)	May 31	<i>LastFirst-Prefix-2425-Prom-Dept.pdf</i>
Annual Review	No Collection			N/A
HENRY FORD RESEARCH FACULTY SYSTEM				
RPT	Promotion	Dossier (per HFH requirements)	Oct 1	<i>LastFirst-HF-2425-Prom-Dept.pdf</i>
Annual Review	No Collection (HFH Research System ONLY)			N/A