

# RPT Actions and Timelines

College of Human Medicine

Appointment System	Action	Deadline to Submit to FAD	College Review	University Review	University Deadline	Final Notifications Expected	Expected Effective Date	HR Action Completed By
<a href="#">Tenure System</a>	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
<a href="#">Health Programs System</a>	Promotion	January 15	Yes	EVP	March 15	May-June	July 1	Central HR
	Reappointment	January 15	No	EVP if areas of concern <sup>i</sup>	ASAP	March 31	July 1	Department
<a href="#">Clinical/Adjunct Non-prefix System</a>	Promotion	January 15	Yes	None	N/A	May-June	July 1	CHM HR
	Reappointment	January 15	No	None	N/A	N/A	July 1	CHM HR (Mass Update)
<a href="#">Fixed Term Faculty System</a>	Promotion	January 15	Yes	EVP	N/A	June-July	July 1	Department
<a href="#">MSU-paid Research System</a>	Promotion	January 15	Yes	EVP	N/A	June-July	July 1	Department
<a href="#">Academic Specialist System</a>	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
<a href="#">Clinical/Adjunct Prefix System</a>	Promotion	Last working day in May	No	None	N/A	June-July	July 1	CHM HR
<a href="#">Research-HFH System</a>	Promotion	First working day in October	Yes	None	N/A	November-December	Jan 1	Department

<sup>i</sup> 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.