

**APPOINTMENT OR PROMOTION APPLICATION
AFFILIATED FACULTY – COLLEGE OF PHARMACY (COP)**

Instructions for application packet submission

- ✓ Print and submit all materials as single-sided documents.
- ✓ Sign the application. Unsigned applications will be returned.
- ✓ Enclose current curriculum vitae (CV) with application.
- ✓ Submit short application to the assistant director of experiential education
- ✓ Submit long application to the department chair

Review and approval timelines

Appointments

Applications are reviewed quarterly according to the following schedule. The effective date of approved appointments coincides with the date of the Board of Trustees action (see table below). Newly appointed faculty are notified by the Office of the President for Academic Affairs after Board of Trustees' meetings.

Application materials are processed through review and approval by several bodies prior to consideration by the Trustees which may include the College Appointment and Promotion Committee and/or the Dean. To provide timely transmission of information for approvals, materials received by the Office of the Vice President for Academic Affairs after the following submission deadlines cannot be processed until the next quarter. **Time for approvals may be extended if required information is omitted or additional information is requested by the committee.**

Submission Deadline	Board of Trustees Action
July 1	September
October 1	December
December 1	March
March 1	June

Promotions

Applications are reviewed annually. The following deadlines **in bold** are determined by the Faculty Bylaws, College of Pharmacy – Appendix A:

Submission Deadline	Promotion Application Procedures
September 1	Faculty member submits completed application packet to department chair.
November 1	Application packets are forwarded to the Office of the Vice President for Academic Affairs to prepare review by the College Appointment and Promotion Committee
December 1	College Appointment and Promotion Committee makes recommendation for promotion to the Dean.
February 1	Dean transmits positive recommendations to the President.
March/June	Board of Trustees Action
July 1	Promotion becomes effective

Newly promoted faculty are notified prior to the July 1, effective date.

Questions

Please contact the Office of the Vice President for Academic Affairs at (330) 325-6721 or dboggs@neomed.edu