

Timeline Explanation

* To provide timely transmission of materials to the committees, deans, and Board of Trustees, who review and approve these actions, appointment materials received after submission deadlines cannot be processed until the following quarter.

*Time for review may be extended if required information is omitted or additional information is requested.

*Applications for appointments, promotions, and reappointments must be recommended and submitted by NEOMED Department Chairs. Please contact your department chair for assistance.

*For further information, contact Lori Michael by email at lmichael@neomed.edu or by phone at (330) 325-6721.

2022-2023

Review Schedule for Appointments, Promotions, and Reappointments

Non-tenure Track Faculty

Process	<i>For College of Medicine ONLY</i> Date for submission to Clinical Affairs in the College of Medicine Dean's Office	Submission Deadline to Faculty Affairs by:	Board of Trustees Action	Effective Date of Approved Action
<p><u>APPOINTMENTS</u></p> <p>*(See important notes at left)</p>	<p>June 1 <i>Recommended</i></p>	<p>July 1</p>	<p>September 2022</p>	<p>September 15, 2022</p>
	<p>September 1 <i>Recommended</i></p>	<p>October 1</p>	<p>December 2022</p>	<p>December 15, 2022</p>
	<p>November 1 <i>Recommended</i></p>	<p>December 1</p>	<p>March 2023</p>	<p>March 15, 2023</p>
	<p>February 1 <i>Recommended</i></p>	<p>March 1</p>	<p>June 2023</p>	<p>June 15, 2023</p>
<p><u>PROMOTIONS</u></p>	<p>September 1 <i>Required</i></p>	<p>October 1</p>	<p>March 2023</p>	<p>July 1, 2023</p>
<p><u>REAPPOINTMENTS</u></p> <ul style="list-style-type: none"> • <i>Anatomy & Neuro</i> • <i>Emergency Medicine</i> • <i>Internal Medicine</i> • <i>Pharmaceutical Sciences</i> 	<p><i>Not applicable</i></p>	<p>March 15</p>	<p>June 2023</p>	<p>July 1, 2023</p>