

**School of Engineering Medicine Office of Faculty Affairs Deadlines**

January	<ul style="list-style-type: none">● SEM-FA calls for upcoming promotion/PTR/midterm review cohort● SEM-FA calls for Affiliate Faculty Promotions● Post Tenure Review – Dept level
February	<ul style="list-style-type: none">● SEM-FA opens F180 Input Report for Annual Faculty Evaluations● Post Tenure Review – Dept level
March	<ul style="list-style-type: none">● Affiliate Promotion – due to SEM-FA & Dept level Process● Annual Faculty Evaluations Begin● Post Tenure Review – due to College/School Level● P&T cases- VPFA releases the annual P&T guidelines & RPT Templates.
April	<ul style="list-style-type: none">● Affiliate Promotions – Dept level Process● P&T cases- Continue Dept Review● Post Tenure Review – College/School Level● Annual Faculty Evaluations due to SEM-FA
May	<ul style="list-style-type: none">● Affiliate Promotions – Dept level Process● Post-Tenure Review- Dean Level● P&T cases- Continue Dept Review● (May 31) Fully executed Post Tenure Review – due to VPFA● (May 31) Fully executed Annual Faculty Evaluations- due to VPFA
June	<ul style="list-style-type: none">● Fully executed Faculty Annual Reappointment letters -due to SEM-FA● Affiliate Promotions – Dept level Process● P&T cases- Continue Dept Review
July	<ul style="list-style-type: none">● Affiliate Promotions – Dept level Process● P&T cases- Continue Dept Review
August	<ul style="list-style-type: none">● Affiliate Faculty Promotions – due to College/School Level● P&T cases- Continue Dept Review (dept head review)
September	<ul style="list-style-type: none">● P&T cases – due to College/School level Review● (Sept 1) All Approved Promotions Begin
October	<ul style="list-style-type: none">● P&T cases – College/School level Review
November	<ul style="list-style-type: none">● P&T cases – Dean level Review
December	<ul style="list-style-type: none">● (Dec 1) P&T cases due to VPFA