MEMORANDUM

TO: Academic Deans
FR: Vincent Price, Associate Provost for Faculty Affairs
RE: Guidelines for Submission of Actions for Provost’s Staff Conference AY 2008-2009
CC: Susan L. White, Faculty Coordinators

DATE: July 3, 2008

Attached is a schedule for submission of faculty dossiers for the academic year 2008-2009.

The attached serves as a guideline; however, as in the past, we will try to accommodate any reasonable request. Please keep in mind that the last Trustees’ meeting is scheduled for June 19, 2009. Actions appearing on this agenda must be reported to the Office of the Secretary no later than June 1, 2009.

All actions to be reviewed by either the Provost’s Staff Conference or the Provost’s Staff Conference Subcommittee should be forwarded directly to: Arberetta W. Bowles, Room 122 College Hall/6303.

If you have any questions or require additional information, please do not hesitate to contact Arberetta at 215-898-3051 (arwillia@upenn.edu).
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PROVOST’S STAFF CONFERENCE
Academic Year 2008-2009

Guidelines for Submission of Dossiers

| Candidate’s portion of dossier completed by: | September 1, 2008 |
| Extramural Consultant list for internal tenure cases received by Provost’s Office | September 15, 2008 |
| Promotion to Full Professor (Standing Faculty, Standing Faculty--Clinician-Educator, or Research Faculty) | February 2, 2009 ¹ |
| Promotion to Associate Professor (Standing Faculty, Standing Faculty--Clinician-Educator, or Research Faculty) | March 16, 2009 ³ |
| New Appointment at the rank of Professor or Associate Professor (Standing Faculty, Standing Faculty--Clinician-Educator, or Research Faculty) | April 27, 2009 ² |
| Completion of All Mandatory Reviews (Standing Faculty, Standing Faculty--Clinician-Educator, or Research Faculty) | May 11, 2009 ⁴ |

¹ Proposals for Promotion to the rank of Professor received after this date may be deferred for consideration until September, 2009 unless there are compelling reasons for immediate review or if time permits.

² Date by which most universities expect faculty members to provide notice of resignation if not returning for the subsequent academic year.

³ Date by which mandatory or early reviews for promotion to the rank of Associate Professor must received by the Provost’s Office.

⁴ Date by which all mandatory reviews must be acted on by the Provost’s Staff Conference, which shall be reported to the Trustees at their last meeting scheduled for June 19, 2009.