

PSOM Office of Academic Affairs

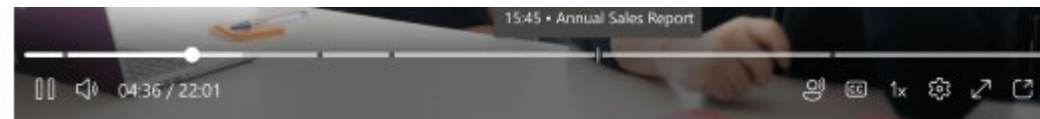
Managing Faculty Actions: A Review of the Annual Cycle

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July 2023 [Click here to access the webinar recording.](#)

Using this Webinar

- ▶ Content has been divided into the following chapters:
 - Summer
 - Fall
 - Winter
 - Spring
 - Project management considerations
- ▶ Chapter markers will appear on the Seek bar (example pictured below). Viewers can hover over a marker to view a chapter's title.



- ▶ To view a video's chapter list, viewers can select the Chapters icon in the upper-right corner of the video. The video's chapter list will open to the right of the video.

Terms for this Webinar

▶ Faculty Actions

- Refers to the three types of required academic reviews – Appointment, Reappointment, and Promotion

▶ Academic Year (AY) spans from July 1 – June 30

- Promotion and Reappointment actions are always effective July 1 each AY
- Appointments can start at any point within an AY with sufficient planning / preparation

▶ The following concepts refer to the timing of faculty actions by AY:

- “Current AY” – refers to the year that you are working in
- “Upcoming AY” – refers to Reappointments and Promotions with an effective date of July 1st - 1 year out
- “Following AY” – refers to Promotions with an effective date of July 1st - 2 years out

▶ On-Cycle

- Refers to Preferred Candidates who start on July 1 of the “Upcoming AY”

Terms for this Webinar (continued)

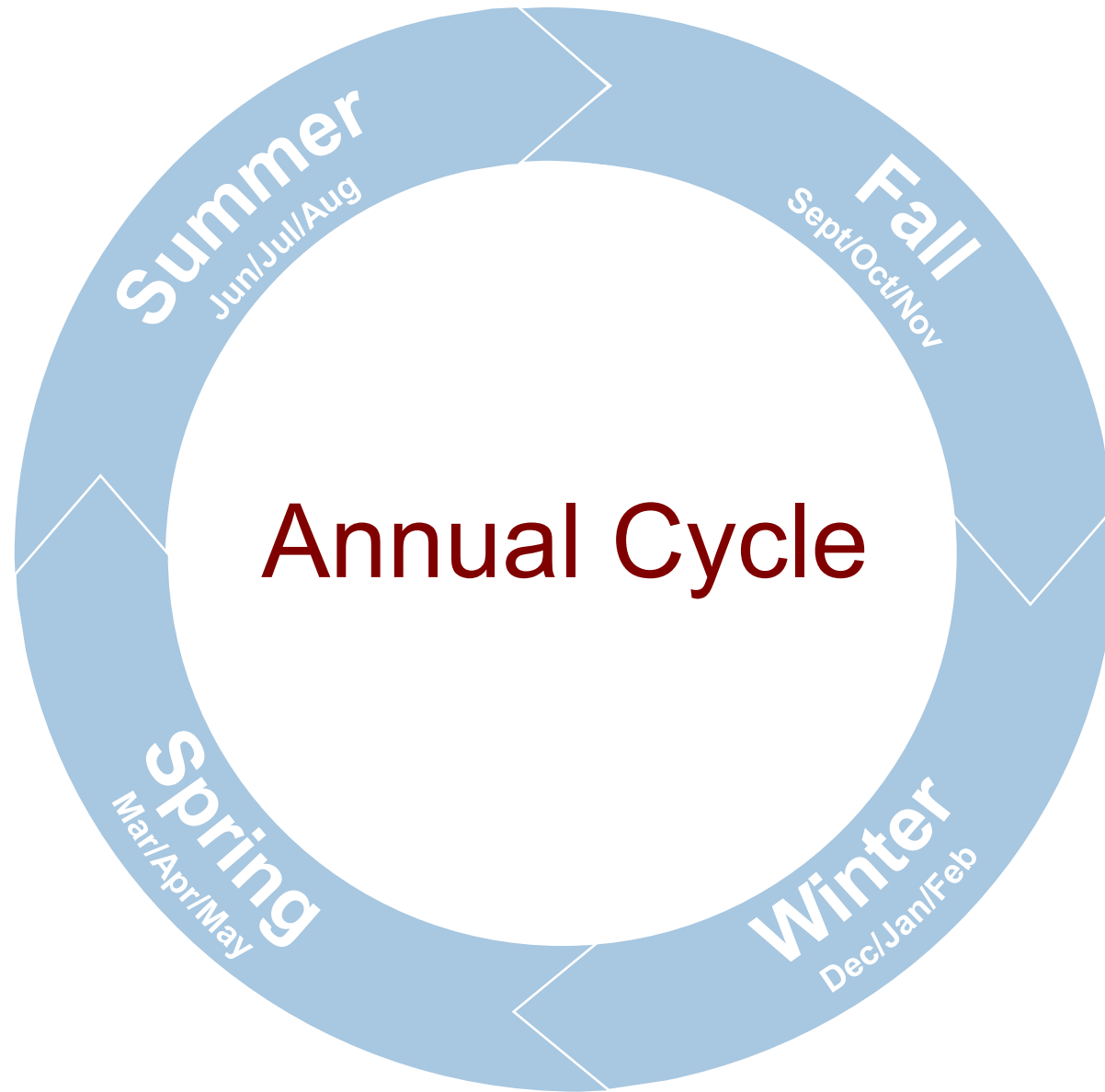
- ▶ **Committee on Appointment and Promotion (COAP)**
 - COAP convenes at the Department (DCOAP) and School level (PSOM COAP) to review faculty actions

- ▶ **Provost Staff Conference (PSC)**

- ▶ **Academic Review**
 - Refers to the flow of review for faculty actions at all levels starting with DCOAP review followed by PSOM COAP Review and then PSC Review

Academic Review (Visual Flow Chart)



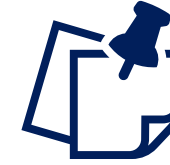


Annual Cycle

Summer (June, July, and August)

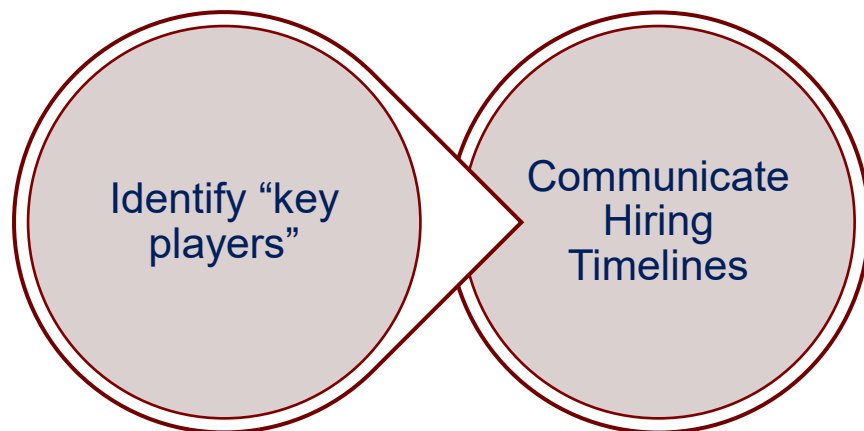
▶ FCs are typically working with Department Leadership to:

- Identify and contact “Upcoming AY” Reappointment Cohort
 - Ensure completion of the Onboarding for Teaching Program
- Begin to identify “Following AY” Promotion Cohort
 - Use FADS to identify Mandatory Review Year candidates.
 - Work with department leadership to identify all other candidates.
 - Annual Performance Reviews can act as a natural gateway for these conversations.
- Finalize “Upcoming AY” Promotion Cohort Dossiers for submission to the School



**PSOM COAP and PSC
break in July and August**

- ▶ FCs are typically working with Department Leadership to:
 - Meet with department leadership in the early summer to review plans for search and recruitment in the coming year.
- ▶ What is the role of a department FC in Search and Recruitment?
 - Just like any aspect of Faculty Affairs, **you** are the Project manager.



- Example: For 7/1 start dates, departments should target end of August to post Senior Rank Ten/CE/Res position descriptions.
- Backwards Planning is critical in search and recruitment!
- A detailed breakdown of faculty appointment timelines by track and rank can be in OAA's guide entitled "Planning for the Academic Year" - located on the Faculty Coordinator Toolbox

Faculty Coordinator Toolbox

Search in page



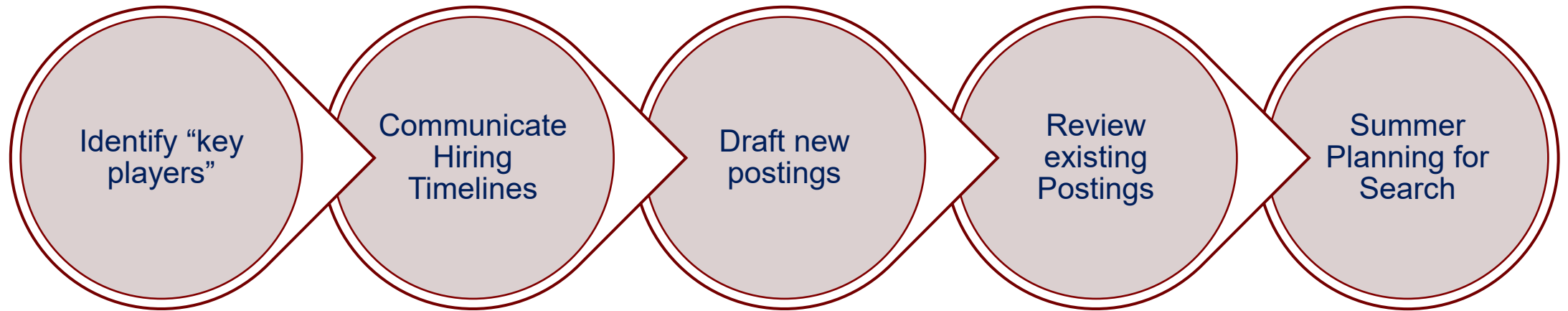
Managing Faculty Actions

- [Planning for the Academic Year](#) (Guide) A guide to help Faculty Coordinators organize their planning for faculty affairs needs in the coming year. It is recommended that FCs use summer months to plan for coming cycle.
- [Annual Cycle by the Month](#) A month by month overview of targets for oversight of faculty affairs actions.
- [Faculty Appointment Process](#) (slide deck) Overview of faculty appointment processes and timelines.
- [Managing Promotions: A Guide for Faculty Coordinators](#)
- [Project Management - Timeline and Milestones for Promotion and Other Actions](#)
- [Extramural Consultant Process for Faculty Coordinators](#) (slide deck)
- [Webinar on the Extramural Consultant Process](#)
- [Extramural Consultants Template \(with examples\)](#)
- [FEDS Overview Webinar](#)
- [FEDS CV Presentation](#) (slide deck) Covers tips, best practices, common questions.



<https://www.med.upenn.edu/oaa/faculty-affairs/faculty-coordinator-toolbox/>

Summer (June, July, and August)



- Who do you work with on search and recruitment? Department Chairs, Division Chiefs, or a combination of leaders?

- Example: For 7/1 start dates, departments should target end of August to post Senior Rank Ten/CE/Res position descriptions.

- Backwards Planning is critical in search and recruitment!

- Outreach and advertising should be done in close proximity to posting date to maximize impact

- Are the positions that have been filled and need to come down?

- Are the positions that are about to expire yet the department would like to continue the search?



Remember, **you** are the Project manager.

Summer (June, July, and August)

- ▶ FCs are typically working with Department Leadership to:
 - Welcome New Faculty (ongoing)
 - Contact new faculty within their first 30 days
 - Meet with your DCOAP Chair
 - Schedule DCOAP Meetings for the “Current AY”
 - Recommend a monthly calendar hold September through May
 - Workday records are updated throughout the summer (primarily after July 1)



**Always reference
the D-COAP
Guidelines**

Fall (September, October, and November)

► FCs are typically working with Department Leadership to:

- Submitting “Upcoming AY” Promotion Cohort Dossiers
 - Standing Faculty and Research Track should be “ready and waiting” by September of the year before the proposed effective date
- DCOAP review of “Upcoming AY” Reappointment Cohort
- Begin to compile draft dossiers documents for “Following AY” Promotion Cohort
- Ensure search and recruitment is moving according to plan – reminder:
 - Use Backwards Planning to determine a realistic start date.
 - Example: preferred candidates for a senior rank position on the Tenure, CE, or Research Track should be identified in early Fall for a July 1 start date.

Winter (December, January, and February)

► FCs are typically working with Department Leadership to:

Dec

- Continue DCOAP review of “Following AY” Promotions (continue reviews through March as necessary)
- Prioritize DCOAP review of “On-Cycle” Senior Rank Appointments in December

Jan

- Submit Extramural Consultant Lists / Reference Packets or Peer References for “On-Cycle” Senior Rank Appointments no later than end of January
- Submit “Upcoming AY” Reappointment Cohort dossiers by end of January
- Identify candidates for Assistant Rank faculty Appointments (all tracks) with an “On-Cycle” start date by January

Feb

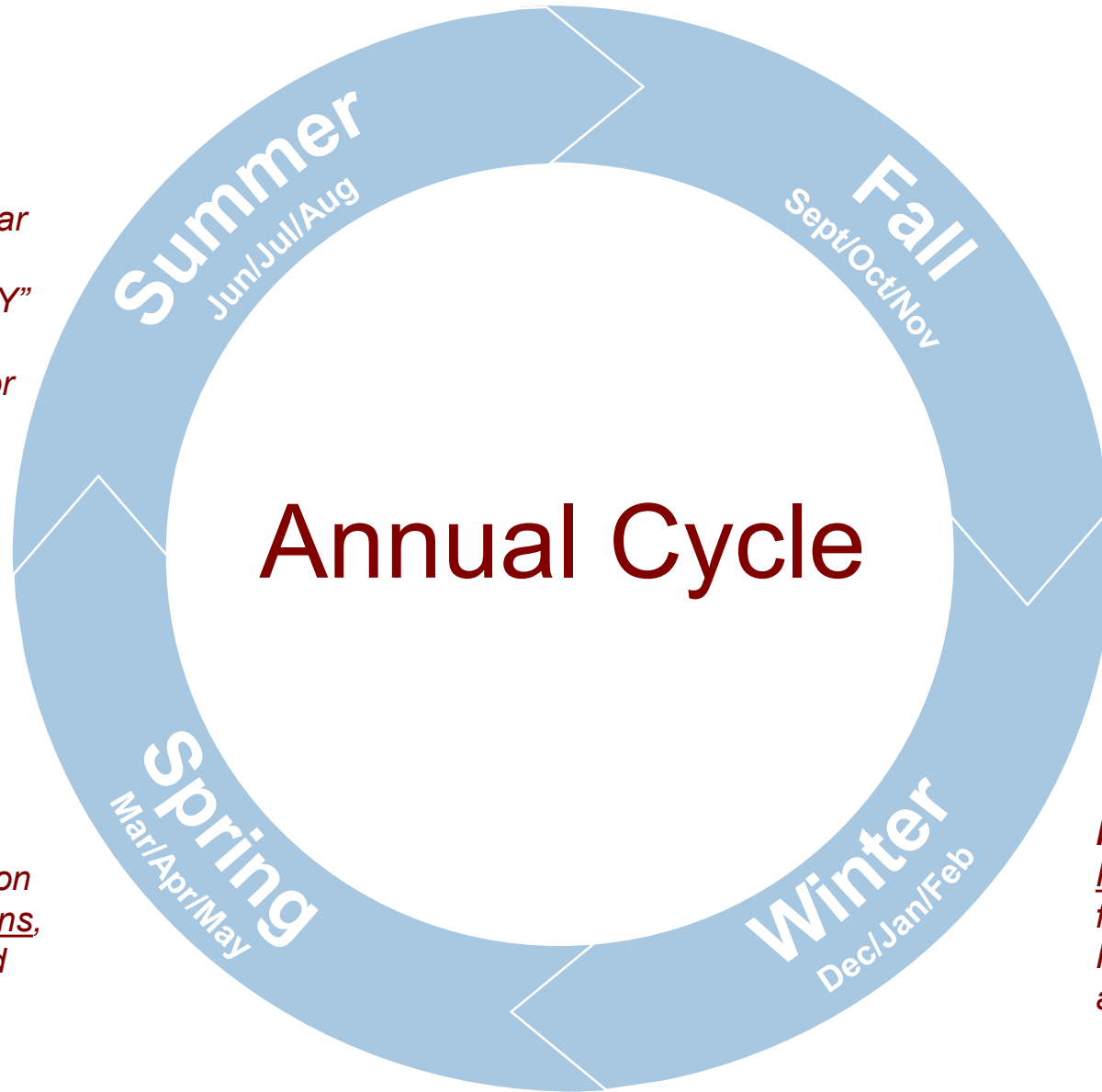
- Prioritize DCOAP review of On-Cycle Assistant Rank faculty Appointments in February and into March

Spring (March, April, and May)

- ▶ FCs are typically working with Department Leadership to:
 - Submit “On-Cycle” Appointment Dossiers to OAA
 - Due by March 1st for Senior Rank and April 1st for Junior Rank
 - Report DCOAP approved “Following AY” Promotion Cohort to OAA by April 1st
 - Initiate the evaluation phase for the “Following AY” Promotion Cohort
 - Submit EC Lists for “Following AY” Promotion Cohort no later than the end of May
 - Review FADS for any Instructors and Research Associate that need Reappointment or Extension
 - This is a good opportunity to work with leadership to identify possible candidates for Faculty positions
 - Annual Performance Review of Full-Time Faculty

Considerations impacting the Annual Cycle

- ▶ Be a successful project manager
- ▶ ...prepare for factors that will impact your planning
 - Size and composition of department
 - Are you in a Clinical or Basic Science department?
 - Are your faculty mostly AC, CE, Tenure, or Research or you have a mix?
 - Availability of key players
 - Department Chair, Education Officer, Division Chiefs, etc.
 - Job scope of the Faculty Coordinator
 - In addition to Faculty Affairs, are you responsible for other aspects of department operations?
 - Unforeseen Circumstances



Major Focus: Planning for the Year Ahead, Identify “Upcoming AY” Reappointments and “Following AY” Promotions, DCOAP Scheduling, and Identify Recruitment Needs for the “Current AY”

Major Focus: Finalize “Upcoming AY” Promotions, DCOAP Review for “Upcoming AY” Reappointments, Begin Drafting “Following AY” Promotion Documents, In Search Management Mode

Major Focus: Submit “on-cycle” Appointments, Initiate the evaluation phase for “Following AY” Promotions, Annual Performance Reviews, and Query of Academic Support Staff

Major Focus: Submit “Upcoming AY” Reappointments, In Recruitment Mode for Preferred Candidates, DCOAP Review of “on-cycle” Appointments and “Following AY” Promotions

