Faculty Promotion, Track Transfer and Appointment
Dossier Submission Deadlines
2015-2016

For promotions and transfers effective July 1, 2016, the following absolute deadlines apply:

**December 1, 2015:**
- Promotions to Associate Professor with tenure:  
  *for faculty in clinical departments only*
- Track Transfers to Associate or Full Professor with tenure

**January 9, 2016:**
- Promotions to Associate Professor with tenure:  
  *for faculty in basic science departments only*
- Promotions to Associate Professor (CHS)
- Promotions to Clinical Associate Professor
- Promotions to Clinical Professor

**January 30, 2016:**
- Promotions to Professor (CHS)
- Promotions to Tenured Professor

For new hires at a senior rank, preparation of the candidate’s dossier should begin ASAP and *no later than within 3 months of hire date:*

- Appointments as Associate Professor with tenure
- Appointments as Professor with tenure
- Appointments as Associate Professor (CHS)
- Appointments as Professor (CHS)
- Appointments as Clinical Associate Professor
- Appointments as Clinical Professor

**Important: One calendar-year limit for new hires at a senior rank**

- Within one calendar year (12 months) of the appointment start date, candidate MUST have undergone and completed appropriate review. This includes Dean, Chancellor, and Board of Regents approval if applicable.
- *For new hires that start between June 1, 2015 and October 15, 2015:*
  - Because committees do not typically meet during the summer months, dossiers must be submitted *absolutely no later than April 1, 2016,* to ensure review is completed within the one-year window.

For Assistant Professors with a decision due date of December 31, 2015, the following absolute deadline applies: (Note: Promotion will become effective July 1, 2016.)

**September 11, 2015:**
- Promotions to Associate Professor with tenure
- Promotions to Associate Professor (CHS)

---

**Tenure**  
Peggy Leifert  
(608) 262-1784  
zeifert@wisc.edu

**CHS**  
Kelly Lee  
(608) 265-4270  
kelee@wisc.edu

**Clinician-Teacher**  
Meghan Janikowski  
(608) 263-5466  
mjanikowski@wisc.edu

Approved 7/28/2015