

From: [Anderson, Paul \[ADM\]](#)

Subject: submission guidelines reminder  
Date: Friday, November 18, 2016 11:36:13 AM  
Attachments: [RADueDateCalculator.xlsx](#)

Dear Colleagues,

I write to remind you of and reinforce a cardinal axiom of academic appointments—particularly as it applies to compensated Other Academic Appointees (OAAs) with specified terms, such as Research Associates, Research Associate (Assistant Professor)s, Research Associate (Associate Professor)s, Research Associate (Professor)s, Clinical Associates, Lecturers, Senior Lecturers, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors— set forth in the Statutes of the University of Chicago:

11.2 Other academic appointees. The University also makes academic appointments that are not Faculty appointments, and are for specified or unspecified length of term. Each of the following appointments shall be made for periods and upon terms consistent with the applicable administrative policies of the University, which are subject to change. No appointments under this section shall be eligible for or carry implication of indefinite tenure. **At the end of the term of appointment, employment by the University ceases unless the appointment is renewed, and the failure to give or receive notice of termination shall not give rise to any contrary presumptions or implications as to (1) promotion, or (2) reappointment** [(emphasis added), <http://tinyurl.com/UChicagoStatutes>].

A direct implication of this cardinal axiom is that any appointive action, whether reappointment or promotion, must be requested ***before*** the proposed effective date of the appointive action in the event it should be approved. In other words, we cannot make retroactive appointive actions.

How much before? Due to the volume of appointment proposals in the BSD, requests for initial appointment, reappointment, or promotion of compensated OAAs with specified terms, such as Research Associates, Clinical Associates, Lecturers, Senior Lecturers, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors, must be submitted to the Office of Academic Affairs for review at least month before the proposed effective date of the appointive action. As a reminder, the realization of all proposed appointive actions for compensated OAAs with specified terms, such as Research Associates, Clinical Associates, Lecturers, Senior Lecturers, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors, is contingent on approval by the Dean and the Provost.

In cases where unforeseeable or unexpected circumstances may interfere with the timely submission of an appointment proposal to the Office of Academic Affairs, departmental administrators must contact me to discuss next steps the sooner of (1) when these circumstances become known or (2) no later than one month before the proposed effective date of the appointive action.

Special rules, however, apply to compensated Research Associate (Assistant Professor)s, Research Associate (Associate Professor)s, and Research Associate (Professor)s with specified terms (<http://bsdacademicaffairs.uchicago.edu/page/requirements-process-and-official-forms-research-associates>). These OAAs must be given notice of non-reappointment either three months or six months in advance of their scheduled end date. As with all appointive actions, the reappointment or promotion of Research Associate (Assistant Professor)s, Research Associate (Associate Professor)s, and Research Associate (Professor)s with specified terms is contingent on approval by the Dean and Provost. Thus, the case must be submitted to the Office of Academic Affairs in a timely fashion. Please use the matrix below to organize your workflows for these OAAs. Alternatively, you may prefer using the attached due date calculator: just enter the current end date in the yellow-highlighted cell and let the formulae do the work for you! (For special circumstances, please seek the advice of Simona Ahmed, Assistant Director, Office of Academic Affairs.)

Reappointment (or promotion) schedule guidelines for Research Associates with parenthetical rank					
triennial/quinquennial reappointment (or promotion)			non-triennial/non-quinquennial reappointment (or promotion)		
at least six months' notice			at least three months' notice		
Current end date	Due in OAA no later than:	If not reappointed, non-reappointment notice must be sent to RA by:	Current end date	Due in OAA no later than:	If not reappointed, non-reappointment notice must be sent to RA by:
January 31st	July 1st	August 1st	January 31st	October 1st	November 1st
February 28th or 29th	August 1st	September 1st	February 28th or 29th	November 1st	December 1st
March 31st	September 1st	November 1st	March 31st	December 1st	January 1st
April 30th	October 1st	December 1st	April 30th	January 1st	February 1st
May 31st	November 1st	January 1st	May 31st	February 1st	March 1st
June 30th	December 1st	February 1st	June 30th	March 1st	April 1st
July 31st	January 1st	March 1st	July 31st	April 1st	May 1st
August 31st	February 1st	April 1st	August 31st	May 1st	June 1st
September 30th	March 1st	May 1st	September 30th	June 1st	July 1st
October 31st	April 1st	June 1st	October 31st	July 1st	August 1st
November 30th	May 1st	July 1st	November 30th	August 1st	September 1st
December 31st	June 1st	August 1st	December 31st	September 1st	October 1st

What about uncompensated OAAs, many of whom provide care for University of Chicago Medicine patients through purchase of service agreements or other arrangements? Since we cannot make appointive actions retroactively, any appointive action should be requested at least one month before the proposed effective date of the appointive action. This is particularly important for those uncompensated OAAs with associate membership on the University of Chicago Medical Staff, for their eligibility for privileges and the continuation of their privileges depend on their having a currently valid academic appointment. In the case of urgent clinical need, please contact me immediately so that I can assist and make arrangements for an expedited review.

Finally, as an aid to organizing your workflows, you should routinely run for your department the following standard Workday report: RPT Appointments Ending within Date.

Paul

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