**Appendix B: Faculty Appointment and Promotion Processes** 

Appointments:	Appointment and Promot Appointments:	Promotions (fall)
Assistant Professor	Associate Professor or higher	Tenure (spring)
	Associate Protessor of higher	
Department head notifies dean of proposed actions	Department head notifies dean of proposed actions	Department head notifies dean of proposed actions
1	1	1
		1
Department head creates offer-to-hire letter with input from dean	Department head creates offer-to-hire letter with input from dean	
1	1	1
Post case to pandt.mit.edu for departmental review and action	Post case to pandt.mit.edu for departmental review and action	Post case to pandt.mit.edu for departmental review and action mid-Sept. to early-Nov. (promotion)
•	<b>+</b>	early Feb. to early-Mar. (tenure)
Department posts case to pandt.mit.edu for School Council review and action	Department posts case to pandt.mit.edu for School Council review and action	Department posts case to pandt.mit.edu for School Council review and action mid-Oct to mid-Nov. (promotion)
		mid-Feb to early-Mar. (tenure)
•	*	<b>.</b>
	Department sends final electronic case to dean's office for posting to pandt.mit.edu	Department sends final electronic case to dean's office for posting to pandt.mit.edu
1	4	1
	Academic Council review and action	Academic Council review and action Dec. to mid-Jan (promotion) mid Mar. to mid Apr. (tenure)
1	1	ŧ
	Executive Committee review and action	Executive Committee review and action Feb. (promotions) May (tenure)
1	1	ţ
Department prepares appointment transaction	Department prepares appointment transaction	For tenure track positions faculty are sent a letter from the Institute advising them of the results

Note: If any offers are declined, please submit an amended search report that includes name of candidate and reason why they declined.