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|  | Oakland University William Beaumont School of Medicine  **Reappointment and Promotion**  **Guidelines & Procedures for Standard Appointments** |

**Reappointment Process for faculty holding Standard Appointments**

1. The candidate being considered for a standard re-appointment to the rank of Assistant, Associate or Full Professor is responsible for preparing and submitting an updated CV in the School of Medicine’s format and obtaining a recommendation for reappointment from the appropriate department chair.
2. Each candidate for re-appointment must provide verification of their Meaningful Participation Program (MPP) activities by completing the quarterly activity report administered by Academic Affairs.
3. Candidates for re-appointment shall be reviewed and evaluated by the appropriate Departmental Committee on Appointments, Promotion and Tenure (DCAPT by utilizing the established departmental criteria consistent with the criteria outlined in the OUWB Faculty Handbook and the Chart of Criteria for Appointments, Promotion and Tenure.
4. Supported recommendations for reappointment shall be submitted to the Committee on Appointments, Promotions and Tenure (CAPT) on forms provided by the School of Medicine and are forwarded to Academic Affairs in order to ensure inclusion on the OUWBSOM CAPT agenda for approval.

**Promotion process for faculty holding Standard Appointments**

1. The candidate being considered for promotion to the rank of Associate or Full Professor is responsible for preparing and submitting a dossier to the DCAPT which shall include the following tabs where applicable:

1. Personal Statement
2. Department Chair Recommendation
3. Departmental CAPT Recommendation
4. Letters of Reference
   1. Standard Appointments (4-6 Oakland or Beaumont)
   2. Tenure Track or Tenure Appointments (Minimum of 6, 3 internal, 3 independent, external, non collaborators)
5. Curriculum Vitae
6. Achievement in Scholarship
7. Achievement in Education
8. Achievement in Service to the School of Medicine, Beaumont Health System & Community
9. Achievement in Patient Care
10. Dossier Checklist
11. Each candidate for re-appointment must provide verification of their Meaningful Participation Program (MPP) activities by completing the quarterly activity report administered by Academic Affairs.
12. Candidates for re-appointment shall be reviewed and evaluated by the appropriate Departmental Committee on Appointments, Promotion and Tenure (DCAPT by utilizing the established departmental criteria consistent with the criteria outlined in the OUWB Faculty Handbook and the Chart of Criteria for Appointments, Promotion and Tenure.
13. Supported recommendations for reappointment shall be submitted to the Committee on Appointments, Promotions and Tenure (CAPT) on forms provided by the School of Medicine and are forwarded to Academic Affairs in order to ensure inclusion on the OUWBSOM CAPT agenda for approval.