**SHASS Faculty Appointment & Promotion Schedule**

### Appointment/Reappointment

- **Initial Appointment** is for 3 years
- **Reappointment Case** prepared in 2nd year
- **Second Appointment** is for 2 years, following completion of initial (3-year) appointment
- **Third Appointment** is for 3 years, following completion of second (2-year) appointment. *(This reappointment is dependent upon promotion to Associate Professor without Tenure)*

### Promotion/Tenure

1. **Department begins Promotion case in Spring/Summer of 3rd Year**
2. **Promotion case is presented in Fall of 4th Year**
3. **Promotion to Associate Professor without Tenure effective 5th year**
4. **Department prepares Tenure case in Fall of 7th Year**
5. **Tenure case is presented in Spring of 7th Year**
6. **Promotion to Associate Professor with Tenure effective 8th year**

---

*This chart represents the typical appointment & promotion schedule in SHASS, which may be varied by the Dean in particular cases.*

**Please Note:** *MIT Policies & Procedures provides that a 1 year notice of non-reappointment is required for those who have been at MIT for 2 or more years.*

1. Promotion case needs the following approvals: Departmental, School Council, and Academic Council.
2. With Dean’s approval, promotion case for Associate Professor without Tenure may be prepared in the 5th year, to become effective in the 6th year.
3. Tenure case needs the following approvals: Departmental, School Council, Academic Council and Executive Committee.
4. If approved, tenure effective July 1st (first day) of 8th year. If department decides not to present the promotion case, or promotion is denied, appointment ends June 30th (last day) of 8th year.