

Reappointment and Continuing Appointment Timeline - Clinical Academic Appointments (formerly Special Geographically Full Time Appointments)

Governed by the Queen's University [Policy for Clinical Academic Faculty Members in the Faculty of Health Sciences](#)

Please note: timelines below are intended as suggested planning dates and may be updated annually by Queen's Health Sciences.

Timeline	Action
April/May	Faculty Office sends reminder to Department Heads and Departmental Administrators regarding commencement of the reappointment process. Departments should also begin reviewing anticipated committee composition and potential conflicts of interest.
By July 1	Members eligible for reappointment and/or continuing appointment review are to be informed, in writing, by the Department Head.
By August 1	Departments submit completed RTP Committee Membership Summary Table to QHS Staffing for review of committee composition, arm's length considerations, and potential conflicts of interest.
By September 15	Applicant submits required documentation to the Departmental Committee Chair. Applicants seeking consideration for a continuing appointment should also submit required continuing appointment materials at this stage.
By October 1	Head and/or Committee Chair meets with applicant to review process requirements and confirm list of current and former students/trainees who may be contacted for feedback.
Prior to review of the file by the Committee	Documentation submitted by the applicant is to be made available to colleagues within the Department and, where applicable, cross-appointed Departments/Units for review and comment.
By November 1	Departmental Committee reviews file and submits recommendation, together with the complete application package, to the Department Head.
By November 15	Department Head reviews file and submits recommendation, together with the complete file, to the Faculty Office.
By December 15	Applicants are typically informed, in writing, of the decision.