

Emory University Department of Medicine

2019-2020 Promotions Timeline – Clinical Track (For Promotions to Associate Professor and Professor)

Timing / Deadline	Action
June 28	Division Directors submit potential candidates for promotion consideration by <u>June 28, 2019</u>
July 1	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
September 6	Candidate information to be submitted to Office of Faculty Development by <u>September 6, 2019</u> <ul style="list-style-type: none"> • CV • Articles (5) • Teaching portfolio • Personal statement • Service portfolio • Evaluator list
September 24	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
October 8	Faculty Development Subcommittee meets and reviews above information. Group then makes recommendation to Division Directors and Candidate; recommendation will include brief summary / paragraph supporting recommendation.
October 15	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
October 15- November 18	Each candidate works with designated Subcommittee member (“adviser”) as well the Office of Faculty Development who will review information provided and identify areas that require clarification / further information.
January 3- January 17	Chair letters drafted and packet finalized
February 3	Clinical Track candidate packets completed and submitted to Dean’s office by <u>February 3, 2020</u>