

Emory University Department of Medicine

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

Timing / Deadline	Action
March 4	Division Directors submit potential candidates for promotion consideration by March 4, 2019
March 5	Formal letter from Office of Faculty Development sent to candidates with SOM checklist, templates and process guidelines. Request to Division Directors for letters of support.
April 30	Candidate information to be submitted to Office of Faculty Development by April 30, 2019 <ul style="list-style-type: none"> • CV • Representative publications • Teaching portfolio • Personal statement • Service portfolio • Evaluator list
May 24	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
Meeting 1: June 11	Faculty Development Subcommittee meets and reviews candidate information. Group then makes recommendation to Division Directors and Candidate; recommendation will include brief summary / paragraph supporting recommendation.
June 18	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
June 18- August 2	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
July 26- August 30	Chair Letter drafted and packets finalized
Meeting 2: July 9	Faculty Development Subcommittee meets and reviews candidate information. Group then makes recommendation to Division Directors and Candidate; recommendation will include brief summary / paragraph supporting recommendation.
July 16	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.

July 17- August 13	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.
August 26- Sept 11	Chair Letter drafted and packets finalized
Meeting 3: August 13	Faculty Development Subcommittee meets and reviews candidate information. Group then makes recommendation to Division Directors and Candidate; recommendation will include brief summary / paragraph supporting recommendation.
August 20	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
August 19-September 16	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
September 30- October 31	Chair Letter drafted and packets finalized
November 11	MEST Track candidate packets completed and submitted to Dean’s office by