

## Emory University Department of Medicine

### 2019-2020 Promotions Timeline – Research Track and Non-Tenure on Scholarship (new guidelines) (For Promotions to Associate Professor and Professor)

Timing / Deadline	Action
June 11	Division Directors submit potential candidates for promotion consideration by <b>June 11, 2019</b>
June 12	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
August 15	Candidate information to be submitted to Office of Faculty Development by <b>August 15, 2019</b> <ul style="list-style-type: none"> <li>• CV</li> <li>• Articles (5)</li> <li>• Teaching portfolio</li> <li>• Personal statement</li> <li>• Service portfolio</li> <li>• Evaluator list</li> </ul>
August 28	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
September 10	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.
September 17	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
September 17- October 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.
November 22- November 29	Chair letter drafted and packet finalized
December 2 and December 9	Candidate packets completed and submitted to Dean’s office by <b>December 2, 2019</b> (Non-Tenure Scholarship) and <b>December 9, 2019</b> (Research Track)