

Emory University Department of Medicine

2019-2020 Promotions Timeline - Tenure Action Promotions (new and old guidelines)

(For Promotions to Associate Professor)

Timing / Deadline	Action
January 31	Division Directors submit potential candidates for promotion consideration by January 31, 2019
February 4	Formal letter from Faculty Development Office sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
March 18	Candidate information to be submitted to Office of Faculty Development by March 18, 2019 <ul style="list-style-type: none"> • CV • 1 page CV • Articles (5) • Teaching portfolio • Personal statement • Service portfolio • Evaluator list – internal, external and additional potential external evaluators (we will vet prior to sending information to the SOM)
March 26	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
April 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.
April 16	Cases are reviewed in the leadership meeting; vote on promotion cases in an advisory capacity to Dr. Stephens.
April 16- May 31	Each candidate works with designated Subcommittee member (“adviser”) as well as the Office of Faculty Development who will review information provided and identify areas that require clarification / further information.
June 10	Candidates complete / refine promotion packet contents per Office of Faculty Development review. Preliminary packets must be sent to <u>SOM for processing of evaluator letter requests –by June 11th</u>
July 1- August 30	SOM to provide evaluator letters back to DOM.
September 3- September 20	Chair letter finalized
October 14	Packets completed and submitted to the Dean's Office by <u>October 14, 2019</u>