

Emory University Department of Medicine

2018-2019 Promotions Timeline – Research Track and Non-Tenure on Scholarship (new guidelines) *(For Promotions to Associate Professor and Professor)*

Timing / Deadline	Action
July 13	Division Directors submit potential candidates for promotion consideration by July 13th
July 16	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
August 24	Candidate information to be submitted to Office of Faculty Development by August 24th <ul style="list-style-type: none"> • CV • Articles (5) • Teaching portfolio • Personal statement • Service portfolio • Evaluator list
August 31	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
September 12	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 18	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
September – November	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 23 – 30	Candidate completes/refines promotion packet contents per Faculty Development Office review.
December 3 and December 10	Chair letter finalized. Candidate packets completed and submitted to Dean’s office by December 3rd (Non-Tenure Scholarship) and December 10th (Research Track)