


Legend

OFD: Office of Faculty Development

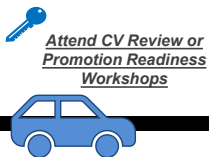
DD: Division Director

 Keys to Success

Promotion Roadmap



Yrs
2-3



*Attend CV Review or
Promotion Readiness
Workshops*



*Consult departmental
promotion deadlines*



New to Emory? Start Here!

- Attend DOM Orientation.
- Put CV in SOM template.

Prepping for Promotion

- PATHs (resources by year and career trajectory)
- CV Building Workshop
- DOM Mentoring

Think You're Ready?

- Review SOM Promotion and Appointment Guidelines.

Let's Talk about It

- You and your DD decide together on timing and basis of your promotion.

What Happens Next?

- DD notifies OFD, who emails you with next steps.



Packet Finalized and Submitted

You made it! Your packet has been submitted to the SOM and will undergo a lengthy review process. The SOM will notify you once all reviews are done. Good luck!

Submit packet to OFD

Faculty makes corrections

Reviewed for template adherence, consistency, and comprehensiveness

Edits/questions sent back to faculty



Developing Promotion Documents

- Use the SOM templates and view examples
- Start collecting supporting letters and evaluations to support teaching efforts.

Attend OFD office hours for Q+A help

Attend Packet Class for helpful tips and tricks in preparing your packet

Non-tenure Promotion - Due Dates FY24

| Deadline | Distinction | Action |
|-----------|--|--|
| 3/21/2023 | Non-Tenure Service/Teaching (Associate Professor ONLY) | Division Directors submit potential candidates for promotion for non-tenure actions (Associate Professors ONLY) |
| 5/24/2023 | Non-Tenure Service/Teaching (Associate Professor ONLY) | Candidate information to be submitted to Office of Faculty Development |
| 6/12/2023 | Non-Tenure Scholarship (Associate Professor OR Full Prof) | Division Directors submit potential candidates for promotion for non-tenure actions (Associate Professors OR Full Professor) |
| 7/28/2023 | Non-Tenure Scholarship (Associate Professor OR Full Prof) | Candidate information to be submitted to Office of Faculty Development |
| 8/3/2023 | Non-Tenure Service Teaching (Full Professor ONLY) | Division Directors submit potential candidates for promotion for non-tenure actions (Full Professor ONLY) |
| 9/8/2023 | Non-Tenure Service Teaching (Full Professor ONLY) | Candidate information to be submitted to Office of Faculty Development |

Tenure Promotion - Due Dates FY24

| Deadline | Distinction | Action |
|-------------------|--------------------------------------|---|
| 10/20/2022 | Tenure (Full Professor ONLY) | Division Directors submit potential candidates for promotion for tenure actions (Full Professors ONLY) |
| 11/19/2022 | Tenure (Full Professor ONLY) | Candidate information to be submitted to Office of Faculty Development |
| 2/10/2023 | Tenure (Associate Professor ONLY) | Division Directors submit potential candidates for promotion for tenure actions (Associate Professors ONLY) |
| 3/20/2023 | Tenure (Associate Professor ONLY) | Candidate information to be submitted to Office of Faculty Development |

Promotion Workshops

| | | |
|-------------------------------------|------------|----------------|
| DOM CV Review Session 1 | 3/14/2023 | 8-10:00 am |
| DOM CV Review Session 2 | 8/17/2023 | 4-6:00 pm |
| Remaining 2023 SOM Offerings | | |
| Packet Class* | 4/10/2023 | 5-6 pm |
| Packet Class* | 4/18/2023 | 8-9 am |
| Promotion Readiness (Spring) | 4/18/2023 | 5:30 - 7:30 pm |
| Mock FCAP review | 4/24/2023 | 5:30-7:30 pm |
| Packet Class* | 5/23/2023 | 12-1 pm |
| Packet Class* | 6/20/2023 | 5-6 pm |
| Packet Class* | 7/25/2023 | 12-1 pm |
| Packet Class* | 8/22/2023 | 12-1 pm |
| Packet Class* | 10/10/2023 | 5-6 pm |

**invite only*