

Outline of Steps For Promotion 2023 – 2024 non-tenure

Based on area of Distinction (Service/Teaching vs Scholarship)

All documents will be sent on due dates to Barbara Powley (bpowley@emory.edu)

	Timing			
	Associate Professor		Professor	
	Service/Teaching	Scholarship	Service/Teaching	Scholarship
For Faculty with Minimum time in Rank (5 years for Associate Professor and 4 years for Professor)				
CV and self-evaluations due	February 20 th	N/A	April 10 th	N/A
CAPT meet for review of CVs and self-evaluations	March 3 rd	N/A	April 21 st	N/A
CAPT feedback sent to faculty	By March 24 th	N/A	May 12 th	N/A
For Faculty Moving Forward with Promotion				
Packet class schedule sponsored by SOM (virtual) (Not mandatory but highly recommended)	April 18 th 8am – 9am May 23 rd 12 – 1pm ZOOM	N/A	April 18 th , 8am – 9am May 23 rd 12pm – 1pm June 20, 5pm – 6pm July 25 th 12pm – 1pm ZOOM	N/A
List of external evaluators due	June 2 ND	N/A	June 12 th	N/A
Full packet* due	July 3 rd	N/A	August 14 th	
Requested edits to packet and evaluator list sent back to the faculty candidate for revisions	July 24 th	N/A	August 25 th	N/A
Final packets due for distribution to evaluators	August 4 th HARD DEADLINE	N/A	Oct. 2 nd	N/A
Packets distributed to evaluators	August 7 TH	N/A	Oct. 9 th	N/A
Evaluations due back from evaluators; Chair letter drafted	September 15 th	N/A	Nov. 17 th	N/A
CV addendums submitted	October 9 th	N/A	Jan 19 th	N/A
Final packet with addendum and chair letter due to SOM	October 16th HARD DEADLINE	N/A	Feb 5th HARD DEADLINE	N/A

*Packet = CV, personal statement, teaching portfolio (including all supplementary information), service portfolio, 5 publications, COVID statement (if provided),