

Emory University Department of Medicine

2021-2022 Promotions Timeline – Associate Professor with Tenure ONLY

Timing / Deadline	Action
2/21/2021	Division Directors submit potential candidates for promotion consideration by February 21
2/15/2021	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
3/19/2021	Candidate information to be submitted to Office of Faculty Development by <ul style="list-style-type: none"> • CV • Articles (5) • Teaching portfolio • Personal statement • Service portfolio • Evaluator list
4/2/2021	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
4/13/2021	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.
4/20/2021	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
4/20/2021- 5/31/2021	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.
9/24/2021	Chair letters drafted and packet finalized by September 24
9/27/2021	Associate Professor with Tenure candidate packets completed and submitted to Dean’s office by September 27