

Emory University Department of Medicine

2021-2022 Promotions Timeline – Full Professor with Tenure ONLY

Timing / Deadline	Action
10/16/2020	Division Directors submit potential candidates for promotion consideration by October 16th
10/19/2020	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
11/16/2020	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
11/27/2020	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
12/8/2020	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.
12/15/2020	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
12/15/2020-1/12/2021	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.
5/21/2021	Chair letters drafted and packet finalized by May 21st
5/24/2021	Full Professor with Tenure candidate packets completed and submitted to Dean's office by May 24th