

Emory University Department of Medicine

2021-2022 Promotions Timeline – Non-Tenure Scholarship (Associate and Full Professor)

Timing / Deadline	Action
6/14/2021	Division Directors submit potential candidates for promotion consideration by June 14th
6/15/2021	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
8/6/2021	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
8/20/2021	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
9/14/2021	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.
9/21/2021	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
9/22/2021-10/19/2021	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.
12/3/2021	Chair letters drafted and packet finalized by December 3rd
12/6/2021	Non-Tenure Scholarship (Associate and Full Professor) candidate packets completed and submitted to Dean’s office by December 6th