

Emory University Department of Medicine

2021-2022 Promotions Timeline – Non-Tenure Service Teaching (Associate Professor ONLY) * 2 PT meeting dates

Timing / Deadline	Action
4/1/2021	Division Directors submit potential candidates for promotion consideration by April 1st
4/5/2021	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
6/25/2021	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
7/7/2021	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
7/13/2021	MEETING 1: 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. <i>(2 meetings scheduled for this group of promotions)</i>
7/20/2021	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
7/21/2021-8/18/2021	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 24th

8/10/2021	MEETING 2: 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. <i>(2 meetings scheduled for this group of promotions)</i>
8/17/2021	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens
8/18/2021-9/13/2021	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
10/18/2021	Chair letters drafted and packet finalized by October 18th
10/18/2021	Non-Tenure Service Teaching (Associate Professor ONLY) candidate packets completed and submitted to Dean's office by October 18th