

**Emory University  
Department of Medicine**

**2021-2022 Promotions Timeline – Non-Tenure Service Teaching  
(Full Professor ONLY)**

Timing / Deadline	Action
9/10/2021	Division Directors submit potential candidates for promotion consideration by <b>September 10<sup>th</sup></b>
9/13/2021	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
10/21/2021	Candidate information to be submitted to Office of Faculty Development by <ul style="list-style-type: none"> <li>• CV</li> <li>• Articles (5)</li> <li>• Teaching portfolio</li> <li>• Personal statement</li> <li>• Service portfolio</li> <li>• Evaluator list</li> </ul>
10/29/2021	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
11/9/2021	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.
11/16/2021	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
12/25/2021	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.
1/28/2022	Chair letters drafted and packet finalized by <b>January 28</b>
2/7/2022	Non-Tenure Service Teaching (Full Professor) candidate packets completed and submitted to Dean’s office by <b>Feb 7</b>