

Legend

OFD: Office of Faculty Development

DD: Division Director

: Keys to Success

Promotion Roadmap



Yrs
2-3



*Attend CV Review or
Promotion Readiness
Workshops*



*Consult departmental
promotion deadlines*



New to Emory? Start Here!

- Attend DOM Orientation.
- Put CV in SOM template.

Prepping for Promotion

- PATHs (resources by year and career trajectory)
- CV Building Workshop
- DOM Mentoring

Think You're Ready?

- Review SOM Promotion and Appointment Guidelines.

Let's Talk about It

- You and your DD decide together on timing and basis of your promotion.

What Happens Next?

- DD notifies OFD, who emails you with next steps.



Packet Finalized and Submitted

You made it! Your packet has been submitted to the SOM and will undergo a lengthy review process. The SOM will notify you once all reviews are done. Good luck!

Submit packet to OFD

Faculty makes corrections

Reviewed for template adherence, consistency, and comprehensiveness

Edits/questions sent back to faculty

Attend OFD office hours for Q+A help



Developing Promotion Documents

- Use the SOM templates and view examples
- Start collecting supporting letters and evaluations to support teaching efforts.

Attend Packet Class for helpful tips and tricks in preparing your packet

Non-tenure Promotion - Due Dates FY25

Deadline	Distinction	Action
3/15/2024	Non-Tenure Service/Teaching (Associate Professor ONLY)	Division Directors submit potential candidates for promotion for non-tenure actions (Associate Professors ONLY)
4/19/2024	Non-Tenure Service/Teaching (Associate Professor ONLY)	Candidate information to be submitted to Office of Faculty Development
6/11/2024	Non-Tenure Scholarship (Associate Professor OR Full Prof)	Division Directors submit potential candidates for promotion for non-tenure actions (Associate Professors OR Full Professor)
7/23/2024	Non-Tenure Scholarship (Associate Professor OR Full Prof)	Candidate information to be submitted to Office of Faculty Development
7/19/2024	Non-Tenure Service Teaching (Full Professor ONLY)	Division Directors submit potential candidates for promotion for non-tenure actions (Full Professor ONLY)
8/27/2024	Non-Tenure Service Teaching (Full Professor ONLY)	Candidate information to be submitted to Office of Faculty Development

Tenure Promotion - Due Dates FY25

Deadline	Distinction	Action
October 2023	Tenure (Full Professor ONLY)	Division Directors submit potential candidates for promotion for tenure actions (Full Professors ONLY)
12/6/2023	Tenure (Full Professor ONLY)	Candidate information to be submitted to Office of Faculty Development
2/6/2024	Tenure (Associate Professor ONLY)	Division Directors submit potential candidates for promotion for tenure actions (Associate Professors ONLY)
3/20/2024	Tenure (Associate Professor ONLY)	Candidate information to be submitted to Office of Faculty Development

Promotion Workshops

DOM CV Review Session 1	2/28/2024	8-10:00 am
DOM CV Review Session 2	8/14/2024	4-6:00 pm

Remaining 2024 SOM Offerings		
Packet Class*	11/15/2023	5-6 pm
Packet Class*	1/9/2024	12-1 pm
Packet Class*	3/5/2024	5-6 pm
Packet Class*	4/10/2024	12-1 pm
Packet Class*	3/26/2024	12-1 pm
Packet Class*	4/16/2024	5-6 pm
Mock FCAP review	4/24/2024	5:30-7:30 pm
Promotion Readiness (Spring)	5/23/2024	5:30 - 7:30 pm
Packet Class*	5/23/2024	12-1 pm
Packet Class*	6/17/2024	5-6 pm
Packet Class*	7/16/2024	12-1 pm
Packet Class*	8/21/2024	5-6 pm
Packet Class*	10/8/2024	12-1 pm

**invite only*