

## Emory University Department of Medicine

### 2022-2023 Promotions Timeline – Associate Professor with Tenure ONLY

Timing / Deadline	Action
2/11/2022	Division Directors submit potential candidates for promotion consideration by <b>February 22<sup>nd</sup></b>
2/14/2022	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines.
3/21/2022	Candidate information to be submitted to Office of Faculty Development by <ul style="list-style-type: none"> <li>• CV</li> <li>• 1 page CV</li> <li>• Articles (5)</li> <li>• Teaching portfolio (TP)</li> <li>• Personal statement</li> <li>• Service portfolio (SP)</li> <li>• SP or TP Supporting Documentation</li> <li>• Evaluator list</li> </ul>
4/4/2022	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
4/12/2022	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.
4/19/2022	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
4/20/2022 – 5/23/2022	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.
9/23/2022	Chair letters drafted and packet finalized by <b>September 23<sup>rd</sup></b>
9/26/2022	Associate Professor with Tenure candidate packets completed and submitted to Dean’s office by <b>September 26<sup>th</sup></b>