

Emory University Department of Medicine

2022-2023 Promotions Timeline – Full Professor with Tenure ONLY

Timing / Deadline	Action
10/20/2021	Division Directors submit potential candidates for promotion consideration by October 20th
10/22/2021	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines.
11/19/2021	Candidate information to be submitted to Office of Faculty Development by <ul style="list-style-type: none"> • CV • 1 page CV • Articles (5) • Teaching portfolio (TP) • Personal statement • Service portfolio (SP) • Supporting Documentation for TP and SP • Evaluator list
12/6/2021	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
12/14/2021	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.
12/21/2021	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
12/22/2021 – 1/17/2022	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.
5/20/2022	Chair letters drafted and packet finalized by May 20th
5/23/2022	Full Professor with Tenure candidate packets completed and submitted to Dean’s office by May 23rd