

## Emory University Department of Medicine

### 2022-2023 Promotions Timeline – Non-Tenure Service Teaching

(Associate Professor ONLY) \* 3 PT meeting dates

Timing / Deadline	Action
4/1/2022	Division Directors submit potential candidates for promotion consideration by <b>April 1<sup>st</sup></b>
4/4/2022	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines.
6/10/2022	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>
6/27/2022, 7/11/2022, 7/29/2022	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
7/12/2022	<b>MEETING 1:</b> 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>(3 meetings scheduled for this group of promotions)</i>
7/19/2022	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
7/19/2022 – 8/31/2022	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.
9/26/2022	Chair letters drafted and packet finalized by <b>September 26<sup>th</sup></b>

7/21/2022	<b>MEETING 2:</b> 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>(3 meetings scheduled for this group of promotions)</i>
7/26/2022	Division Directors <i>sent</i> candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens
7/19/2022 – 8/31/2022	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
10/14/2022	Chair letters drafted and packet finalized by <b>October 14th</b>
8/9/2022	<b>MEETING 3:</b> Faculty Development Subcommittee meets and reviews above information. Group then makes recommendation to Division Directors and Candidate; recommendation will include summary / paragraph supporting recommendation. <i>(3 meetings scheduled for this group of promotions)</i>
8/16/2022	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens
7/19/2022 – 8/31/2022	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
10/14/2022	Chair letters drafted and packet finalized by <b>October 14th</b>
10/17/2022	Non-Tenure Service Teaching (Associate Professor ONLY) candidate packets completed and submitted to Dean’s office by <b>October 17<sup>th</sup></b>