

Emory University Department of Medicine

2022-2023 Promotions Timeline – Non-Tenure Service Teaching (Full Professor ONLY)

Timing / Deadline	Action
9/9/2022	Division Directors submit potential candidates for promotion consideration by September 9th
9/12/2022	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines.
10/17/2022	Candidate information to be submitted to Office of Faculty Development by <ul style="list-style-type: none"> • CV • Articles (5) • Teaching portfolio • Personal statement • Service portfolio • Evaluator list
11/1/2022	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
11/8/2022	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.
11/15/2022	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
11/15/2022 – 12/5/2022	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.
2/3/2023	Chair letters drafted and packet finalized by February 3rd
2/6/2023	Non-Tenure Service Teaching (Full Professor) candidate packets completed and submitted to Dean’s office by Feb 6