

Emory University Department of Medicine

2020-2021 Promotions Timeline – Associate Professor with Tenure ONLY

Timing / Deadline	Action
February 17	Division Directors submit potential candidates for promotion consideration by <u>February 17, 2020</u>
February 24	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
March 20	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
March 23	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
April 14	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.
April 21	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
April 21- May 26	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.
August 28	Chair letters drafted and packet finalized by <u>August 28</u>
October 5	Associate Professor with Tenure candidate packets completed and submitted to Dean’s office by <u>October 5, 2020</u>