

Emory University Department of Medicine

2020-2021 Promotions Timeline – Full Professor with Tenure ONLY

Timing / Deadline	Action
October 16	Division Directors submit potential candidates for promotion consideration by <u>October 16, 2019</u>
October 21	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
November 22	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
November 22	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
December 10	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.
December 17	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
Dec 17- Jan 24, 2020	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.
May 13	Chair letters drafted and packet finalized by <u>May 13, 2020</u>
May 22	Full Professor with Tenure candidate packets completed and submitted to Dean's office by <u>May 22, 2020</u>