

Emory University Department of Medicine

2020-2021 Promotions Timeline – Non-Tenure Scholarship (Associate and Full Professor)

Timing / Deadline	Action
June 15	Division Directors submit potential candidates for promotion consideration by <u>June 15, 2020</u>
June 22	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
August 7	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
August 21	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
September 8	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.
September 15	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
September 15- October 20	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.
December 1	Chair letters drafted and packet finalized by <u>December 1</u>
December 7	Non-Tenure Scholarship (Associate and Full Professor) candidate packets completed and submitted to Dean’s office by <u>December 7</u>