

Emory University Department of Medicine

2020-2021 Promotions Timeline – Non-Tenure Service Teaching (Associate Professor ONLY)

Timing / Deadline	Action
April 1	Division Directors submit potential candidates for promotion consideration by April 1, 2020
April 6	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
June 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
July 3	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
July 14	MEETING 1: 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>(2 meetings scheduled for this group of promotions)</i>
July 21	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
July 21- August 18	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.
Sept 25	Chair letters drafted and packet finalized by September 25

August 11	MEETING 2: 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>(2 meetings scheduled for this group of promotions)</i>
August 18	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens
August 18- September 11	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
Oct 19	Chair letters drafted and packet finalized by <u>October 19</u>
October 19	Non-Tenure Service Teaching (Associate Professor ONLY) candidate packets completed and submitted to Dean's office by <u>October 19</u>