

**Emory University  
Department of Medicine**

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

Timing / Deadline	Action
September 22	Division Directors submit potential candidates for promotion consideration by <b><u>September 22</u></b>
October 6	Formal letter from Office of Faculty Development sent to candidates with templates and process guidelines. Request to Division Directors for letters of support.
October 26	Candidate information to be submitted to Office of Faculty Development by <ul style="list-style-type: none"> <li>• CV</li> <li>• Articles (5)</li> <li>• Teaching portfolio</li> <li>• Personal statement</li> <li>• Service portfolio</li> <li>• Evaluator list</li> </ul>
November 2	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
November 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.
November 17	Division Directors meet and review candidate information, vote on promotion cases in an advisory capacity to Dr. Stephens.
November 17- Dec 15	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.
January 29	Chair letters drafted and packet finalized by <b><u>January 29, 2021</u></b>
February 1	Non-Tenure Service Teaching (Full Professor) candidate packets completed and submitted to Dean’s office by <b><u>February 1, 2021</u></b>