

Emory University Department of Medicine

2019-2020 Promotions Timeline – Non-Tenure Promotions based on Service or Teaching (new guidelines)

(For Promotions to Associate Professor and Professor)

Timing / Deadline	Action
June 28	Division Directors submit potential candidates for promotion consideration by June 28, 2019
July 1	Formal letter from Faculty Development Office sent to candidates with templates and process guidelines.
September 6	Candidate information to be submitted to Office of Faculty Development by September 6, 2019 <ul style="list-style-type: none"> • CV • Articles (5) • Teaching portfolio • Personal statement • Service portfolio • Evaluator list – internal, external and additional potential external evaluators (we will vet prior to sending information to the SOM)
September 24	Division Director writes letter of support for candidate and submits to Office of Faculty Development.
October 8 (Meeting 1)	Faculty Development Subcommittee meets and reviews candidate information. Group then makes recommendation to Division Directors and Candidate; recommendation will include brief summary / paragraph supporting recommendation.
October 15	Cases are reviewed in the leadership meeting; vote on promotion cases in an advisory capacity to Dr. Stephens.
October 15- November 15	Each candidate works with designated Subcommittee member (“adviser”) as well as the Office of Faculty Development who will review information provided and identify areas that require clarification / further information.
January 13- January 31	Chair letter drafted and packet finalized
November 12	Faculty Development Subcommittee meets and reviews candidate information. Group then makes recommendation to Division Directors and Candidate; recommendation will include brief summary / paragraph supporting recommendation.
November 19	Cases are reviewed in the leadership meeting; vote on promotion cases in an advisory capacity to Dr. Stephens.
	Each candidate works with designated Subcommittee member (“adviser”) as well as the Office of Faculty Development who will review information provided and identify areas that require clarification / further information
January 13- February 10	Chair letter drafted and packet finalized
February 17	Packets completed and submitted to the Dean's Office by February 17, 2020

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