

Timeline for P&T review periods for COM affiliate/volunteer faculty

The College of Medicine has elected to add a second promotion application and review period to ensure affiliate/volunteer faculty have the opportunity to be recognized for their contributions to our mission. The following schedule outlines the deadlines for applicants and college review processes for both review periods.

Review Period #1

June 30

Deadline for affiliate/volunteer faculty to submit an application packet for consideration for promotion starting January 1 of the following calendar year. The packet must include: 1. Letter of recommendation from Dr. Richard Pepler, COM Associate Dean for Faculty and Academic Affairs to the Dean; 2. Updated curriculum vitae (CV); 3. Professional references (three individuals, one of whom is the module/clerkship/site director, if applicable); 4. Personal statement from nominee summarizing evidence of activities, products or achievements commensurate with promotion rank as specified in the affiliate/volunteer faculty handbook.

August 31

Deadline for the Office of Faculty & Academic Affairs (OFAA) review of candidates materials. If material is complete and promotion criteria are met, the packet will be forwarded to the College of Medicine Non-Tenured Promotion Committee for review.

October 28

Deadline for College of Medicine Non-Tenured Promotion Committee review and recommendation. The promotion packet and committee recommendation will be forwarded to the COM Dean's Office.

December 1

Deadline for Dean's decision on promotion. The decision will be forwarded to the Office of Faculty and Academic Affairs. If the recommendation is positive, the Dean will send a letter to the candidate. If the promotion is denied, the Associate Dean for Faculty and Academic Affairs will work with the candidate.

Review Period #2

December 31

Deadline for affiliate/volunteer faculty to submit an application packet for consideration for promotion starting July 1 of the following calendar year. The packet must include: 1. Letter of recommendation from Dr. Richard Pepler, COM Associate Dean for Faculty and Academic Affairs to the Dean; 2. Updated curriculum vitae (CV); 3. Professional references (three individuals, one of whom is the module/clerkship/site director, if applicable); 4. Personal statement from nominee summarizing evidence of activities, products or achievements commensurate with promotion rank as specified in the affiliate/volunteer faculty handbook.

January 31

Deadline for the Office of Faculty & Academic Affairs (OFAA) review of candidates materials. If material is complete and promotion criteria are met, the packet will be forwarded to the College of Medicine Non-Tenured Promotion Committee for review.

April 15

Deadline for College of Medicine Non-Tenured Promotion Committee review and recommendation. The promotion packet and committee recommendation will be forwarded to the COM Dean's Office.

June 1

Deadline for Dean's decision on promotion. The decision will be forwarded to the Office of Faculty and Academic Affairs. If the recommendation is positive, the Dean will send a letter to the candidate. If the promotion is denied, the Associate Dean for Faculty and Academic Affairs will work with the candidate.