

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 can be recognized for their contributions to our mission. The following document outlines the promotion material, timeline and deadlines for both review periods.

Promotion Packet

The packet must include: 1. Letter of nomination from the candidate's department or unit head; 2. Updated curriculum vitae (CV); 3. Three names of individuals who have academic appointments at or above the academic rank being considered for the candidate. Faculty Affairs will contact them with instructions for writing a letter of evaluation which will address evidence for promotion; 4. Personal statement from candidate summarizing evidence of activities, products or achievements commensurate with promotion rank as specified in the affiliate/volunteer faculty handbook; 5. Teaching evaluations from activity while in rank are ideal to demonstrate one's trajectory of teaching excellence.

Review Period #1

****Pre-submission meeting** – at least 6 months before submission of materials for promotion, candidates for promotion **MUST** meet with the office of faculty affairs to review promotion readiness and the documentation of evidence of accomplishments they plan to submit with their dossier.

June 30

Deadline for affiliate/volunteer faculty to submit documents for consideration of promotion starting **January 1** of the following calendar year.

August 31

Deadline for the Office of Faculty Affairs (FA) 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 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 Affairs will work with the candidate.

Review Period #2

December 31

Deadline for affiliate/volunteer faculty to submit documents for consideration of promotion starting **July 1** of the following calendar year.

January 31

Deadline for the Office of Faculty Affairs (FA) 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 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 Affairs will work with the candidate.