

Non Tenure Track Clinical Faculty Promotion Calendar 2018-2019

28 September 2018

Office of Faculty Affairs notifies all eligible faculty in writing of option for promotion review

1 November 2018

Faculty member notifies the Appointment & Promotion Committee or Office of Faculty Affairs in writing indicating whether or not they will request promotion.

November 15 - December 2018

File Preparation Checklist for candidate to be reviewed:

- Candidate Template (Digital Measures).
- Teaching Evaluation and summary letter from senior faculty member.
- Letters of support solicited by the faculty member (optional).
- A statement of the distribution of the faculty member's time and effort in teaching, scholarship/research and service/patient care (equals 100%).

By 16 January 2019

Committee sends Candidate Template and candidate materials with Unit Criteria to external referees.

March 2019

Files are submitted to the Appointment and Promotion Committee (including letters from outside referees) for review.

May 2019

Appointment and Promotion committee will meet and make recommendations based on the candidate's file and referee letters. The file is then forwarded to the Department Chair for his/her vote.

The Chair of the Committee will forward the vote and ballot justifications to the Office of Faculty Affairs for presentation to the Dean (along with the candidate's file). The vote and ballot justification of the committee and the recommendation of the Dean are then presented to the Provost for evaluation and decision.

16 August 2019 (estimated)

Expect to have received the promotion decision from the Office of the Provost

31 August 2019 (estimated)

Dean notifies department chair and the faculty member of the outcome.

14 September 2019 (estimated)

Within 7 days after notification by the department chair, the faculty member may appeal the decision in writing to the Dean

30 November 2019 (estimated)

If appealed, the Dean will provide a summary of the evaluations and reasons regarding the decision to the faculty member and department chair.

11 January 2020 (estimated)

Provost will make a final decision regarding the appeal and will notify the faculty member and department chair.