

# UW Medicine

## Department of Emergency Medicine

### Promotion Events/Timeline

Promotions within the UW School of Medicine (SoM) occur on an annual timeline, which differs based on faculty track, with all approved promotions being effective July 1<sup>st</sup> of the following year (example: if a faculty member on the regular track submits their promotion package to the Dean's Office in September, if approved their promotion would be effective the following July). The timelines for each of these faculty tracks are laid out below based on the Department of Emergency Medicine's timeline, preparation recommendations, and university-wide deadlines.

#### Academic/Research Track Promotions

**Titles include:** Assistant Professor, Research Assistant Professor, Associate Professor, and Research Associate Professor.

- **January – May:** Faculty Annual Reviews occurring within department
- **June – July:** Department Chair and Associate Chair inform EM AHR of upcoming promotion candidates; AHR team runs a report to confirm which faculty are eligible for mandatory promotion based on time in rank.
- **August – January:** Faculty meets with mentors, Department Chair, Associate Chairs, and A&P Chair to further discuss promotion of candidacy; faculty develops their promotion portfolio (including executive summary of teaching, self-assessment, updated CV and evaluations).
- **January-February:** Promotion materials are reviewed by two A&P Committee members who develop a faculty summary; A&P reviewers are assigned by the A&P Chair.
- **February 28<sup>th</sup>:** Faculty promotion packet (including executive summary of teaching, self-assessment, updated CV and evaluations) are due to departmental AHR team.
- **March:** The A&P Committee reviews the summary and materials and solicits ex-officio (from the Residency PD Team) feedback on teaching. The A&P will vote (on mandatory and non-mandatory promotion packets) and provide an official recommendation regarding promotion to the faculty member(s).
- **End-March-April:** If and when a faculty member is recommended for promotion the AHR team will send a request to that faculty member for a list of external and internal referees.
- **End-April:** A list of external and internal referees is due to the AHR team.
- **May:** AHR team will process and send out solicitation notices to external and internal referees.
- **June – July:** Promotion packets are organized and reviewed by the AHR team and finalized for A&P Committee review and final vote.
- **August:** Senior faculty vote on all promotion candidates; a final packet is signed off on by the Department Chair.
- **September 1<sup>st</sup>:** Mandatory promotion packets are due to the SoM.
- **November 1<sup>st</sup>:** Non-mandatory promotion packets are due to the SoM.

\*The following will occur during the following calendar/academic year

- **April:** SoM decision is communicated to the candidate.
- **May:** Provost review and communicate with the candidate.
- **June:** Final confirmation given by the President.
- **July 1<sup>st</sup>:** Promotion title takes effect.