

**DIVISION OF EMERGENCY MEDICINE  
PROMOTION TIMELINE**

**I. Academic/Research Promotions (will be effective July 1<sup>st</sup> of the following year)**

**January-February**

- The faculty member being considered for promotion will meet with the Division Head regarding their status, and the Division head will make a recommendation to the A&P Committee for promotion.

**February**

- Acting and Assistant Professor titled faculty's CVs are due to Christine Tezak on January 1.

**March**

- Appointments and Promotions Committee reviews Mandatory Re-appointments and Promotions.

**April/May**

- Appointments and Promotions Committee reviews Non-Mandatory Promotions, and general faculty progress.

**Late Summer**

- Final promotion package (letters of recommendation, teaching evaluations, clinical evaluations, significant scholarly contributions, faculty self-assessment, teaching portfolio) is reviewed by Appointments and Promotions Committee.

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**For Mandatory Academic/Research Promotions**

**August**

- Voting by Emergency Medicine faculty greater in rank takes place.

**September**

- Mandatory promotion packages are due to the Dean's Office, School of Medicine.

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**For Non-Mandatory Academic/Research Promotions**

**September**

- Voting by Emergency Medicine faculty greater in rank takes place.

**November**

- Non-mandatory promotion packages are due to the Dean's Office, School of Medicine
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**II. Full-Time Clinical Faculty (FTCF) Promotions (will be effective July 1<sup>st</sup> of year reviewed)**

**October**

- Information distributed to Division Heads regarding FTCF promotions

**November**

- Faculty member's completed promotions package is due in Division Head's office.

**November/December**

- Appointments and Promotions Committee meets to review the faculty member's promotions package.
- Voting by Emergency Medicine faculty greater in rank takes place.
- FTCF Promotions packages are due to Dean's Office, School of Medicine February 1st.