

Department of Surgery & College of Medicine Promotion and Tenure Timeline

January: Division leaders are notified that it is promotion season. Faculty notified as well. Division leaders officially endorse candidates after meetings are held. Division Chief Support letters will be due later in the summer.

February: Candidates start preparing their first draft of their dossier.

March: Dr. Carson performs a first review of candidate's dossiers and returns with feedback.

April: Department Spring P&T Committee Meeting. All candidates are presented and reviewed based on their dossier. Approved candidates will move forward in the promotion process.

May: Approved candidates continue to work on dossiers and requests for External Letters of Evaluation:

- We advise sending out 10 requests in order to guarantee we receive the 5 minimum GOOD letters.
- Division Chiefs provide names of 8 potential external letter writers. Candidate – 2.
- Letters need to be from qualified individuals within the field who can provide an "Arm's Length" review.
- Faculty candidate reviews the external letter list to help identify any conflicts.
- Faculty Affairs Coordinator sends letter requests on behalf of the department. Faculty candidates are not permitted to contact these individuals.

Summer:

- Division chiefs provide their letter of support.
- Dr. Carson and Suzanne assists candidates with production of final dossier and supporting documents.

September/October:

- Department Fall P&T Committee Meeting. Final review of all dossiers and external letters.
- Promotion candidates are presented and voted upon at a Department of Surgery faculty meeting.
- Dr. Carson and Dr. Pawlik provide their letters of support.

November 1: Dossiers are submitted to the College of Medicine

- **Nov. 1:** Deadline for departments to submit completed dossiers to College Office of Academic Affairs
- **November - February:** College Promotion & Tenure Committee meetings occur
- **February:** Dean notifies candidates of College decision
- **Feb. 19:** College submits dossiers to the Provost for review
- **February - April:** University Promotion & Tenure Committee meetings occur
- **April - May:** Provost notifies College / University of decision and submits recommendation to the Board of Trustees
- **June:** Board of Trustees gives their final approval (title effective date)
- **Sept. 1:** Salary increase implemented

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