**21-22 Academic Review Year P&T Department Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Task** | **Deliverable** **Due Date** | **Complete** |
| **February** | Evaluates academic review status report. |  |[ ]
| **March** | *Assigns P&T mentor for each candidate. \*RECOMMENDED\** |  |[ ]
| **March-April** | Department reviews CV and personal statement for each candidate and prepares feedback.  |  |[ ]
|  | Department chair reviews list of referees. |  |[ ]
| **April** | Finalizes who is going up in the 21-22 P&T Class. |  |[ ]
| **April-May** | Provides candidates with feedback on CV, personal statement and list of referees. |  |[ ]
|  | Conducts annual faculty reviews. |  |[ ]
| **May** | Department chair/division chief meets to discuss options with candidates at the end of eligibility who will not be recommended. |  |[ ]
|  | Submits final list of candidates to Office of Faculty Affairs. | 5/17/21 |[ ]
| **June** | Submits candidates' CV, personal statement and list of referees to Office of Faculty Affairs. | 6/4/21 |[ ]
| **June-July** | Follows up with department chair and/or candidates when additional external independent referee names are needed. |  |[ ]
|  | Sends new referee names to Office of Faculty Affairs as requested. |  |[ ]
| **July** | Sends list of department P&T committee members to Office of Faculty Affairs for systems access. | 7/9/21 |[ ]
| **September** | Reviews candidate portfolios, votes and completes recommendations on improving portfolio. |  |[ ]
|  | Provides portfolio improvement recommendations to candidates. |  |[ ]
|  | Submits final candidate recommendations to the chair for review and final recommendation.  |  |[ ]
|  | Chair writes nomination letters and declares that the candidates ascribe to ASPIRE Values. |  |[ ]
|  | Notifies candidates of non-recommendations and provides appeal process. |  |[ ]
| **October** | Submits final candidate portfolio, updated CV if applicable, [Department P&T Recommendation Form](https://faculty.med.virginia.edu/facultyaffairs/files/2019/09/SOM-PT-Dept-Review-Form-Sept-2019.docx), and chair recommendation to Office of Faculty; notifies candidate of completed submission. | 10/1/21 |[ ]
|  | Provides missing information or clarification to SOM P&T committee when requested. |  |[ ]
| **November-February** | Submits any updated documents to Office of Faculty Affairs. |  |[ ]
| **December** | Department chair receives notification of negative recommendation by **December 10, 2021** and reaches out to Office of Faculty Affairs for clarification. |  |[ ]
| **January** | Department chair submits the appeal to the senior associate dean. | 1/7/22 |[ ]
| **February** | Department chair receives copy of non-recommendation letters sent to each candidate not recommended to the provost. |  |[ ]
| **March-May** | Department responds to any queries from dean, senior associate dean, coordinator of academic achievement and/or Provost P&T Committee during portfolio review. Chairs are invited as needed. |  |  |
| **June** | Receives list of positive provost recommendations. (BOV approved advancements are effective 07/01/22.) |  |  |