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

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| **Month** | **Task** | **Deliverable****Due Date** | **Complete** |
| **February** | Connect with department chair/division chief to discuss candidacy. |  |[ ]
|  | Begin to prepare CV, personal statement and list of referees. |  |[ ]
|  | Begin to gather most recent information needed for portfolio. |  |[ ]
| **March-April** | Submit draft CV, personal statement and list of referees to [department fills in]. |  |[ ]
| **April** | Ensure all the information needed for portfolio is available and current. |  |[ ]
| **April-May** | Receive feedback on CV, personal statement and list of referees. |  |[ ]
| **May** | Meet with P&T mentor to start to prepare portfolio and ask questions. |  |[ ]
|  | Provide FINAL CV, personal statement and list of referees to [department fills in]. |  |[ ]
|  | Candidates at the end of eligibility who will not be supported for advancement work with chair/division chief on options.  |  |[ ]
| **June-July** | Continue to work on portfolio and update CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). |  |[ ]
| **August-September** | Submit portfolio to department P&T committee. **All sections should be submitted as pdf files, with each section being one pdf.** |  |[ ]
|  | CV |[ ]   |  |
|  | Personal Statement |[ ]   |  |
|  | Referee List |[ ]   |  |
|  | Job Description |[ ]   |  |
|  | Reprints of three publications  |[ ]   |  |
|  | Areas of Excellence (include supporting documentation as appropriate for your track and proposed rank) |[ ]   |  |
| **September** | Receive feedback on portfolio. |  |[ ]
|  | Submit final portfolio to department, along with updated CV, if applicable. |  |[ ]
|  | Discuss non-recommendation decision with chair/division chief and decide on appeal, if applicable. |  |[ ]
| **October-April** | Continue to work on portfolio and updates CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). Updates will be accepted through April. |  |[ ]
| **November** | Submit non-recommendation appeal to senior associate dean, Office of Faculty Affairs, if applicable. | 11/1/21 |[ ]
| **February** | Receive notice of negative recommendation, if applicable. | 2/1/22 |[ ]
| **June** | Receive notification and congratulations from the provost of advancement pending BOV approval. (BOV approved advancements are effective 07/01/22.) |  |  |

**Resources**

[P&T Resources](https://faculty.med.virginia.edu/facultyaffairs/advancement/pandt/pt-resources/)

[P&T Electronic Portfolio Guide (PDF)](https://faculty.med.virginia.edu/facultyaffairs/files/2021/04/PT-Electronic-Portfolio-Guide-REV-April-1-2021.pdf)

[Candidate’s Guide to the Criteria for Referees (PDF)](https://faculty.med.virginia.edu/facultyaffairs/files/2021/03/A-Candidates-Guide-to-the-Criteria-for-Referees-3-31-2021.pdf)