

CANDIDATE

DEPARTMENT

FACULTY AFFAIRS

JANUARY		Runs the Academic Appointment Information Report to determine P&T class members.	Preplanning begins for the upcoming cycle. Posts P&T timeline for upcoming year. SOM P&T chair, vice chair, and coordinator of academic achievement meet with potential candidates as requested (ongoing throughout the spring).
FEBRUARY	Connects with their department chair/division chief to discuss candidacy. Begins to prepare CV, personal statement and list of referees. Begins to gather most recent information needed for portfolio.	Reviews Academic Appointment Information Report from Workday. Assigns P&T mentor for each candidate.	SOM P&T chair, vice chair, and coordinator of academic achievement meet with potential candidates as requested (ongoing through the spring).
MARCH	Submits draft CV, personal statement, and list of referees to department. Checks with department regarding internal deadlines; continues through April.	Department reviews CV and personal statement for each candidate and prepares feedback. CV MUST be in required format. Department chair reviews list of referees.	Course Offerings: P&T Timeline, Preparing your CV, Preparing your Personal Statement, Preparing your List of Referees. Invite "Polishing the Portfolio" panel and set dates.
APRIL	Receives feedback on CV, personal statement and list of referees. Checks with department on internal timeframes. Ensures all the information needed for portfolio is available and current.	Provides candidates with feedback on CV, personal statement and list of referees. Conducts annual faculty reviews. Finalizes who is going up in the 22-23 P&T Class.	Selects and appoints P&T Committee and New Hire Committee Members. Holds kickoff meeting for department P&T administrators on April 29, 2022. Course Offering: Polishing your Portfolio
MAY	Candidates at the end of eligibility who will not be supported for advancement work with chair on options. Meets with P&T mentor to start to prepare portfolio and ask questions. Provides final CV, personal statement, and list of referees to department. Checks with department regarding internal deadlines.	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 in Advancement App to Faculty Affairs by May 20, 2022 .	Reviews candidate list in Advancement App for accuracy and begins data compilation for each candidate. Verifies secondary appointments with the department of the primary candidate going up. Course Offering: Polishing your Portfolio
JUNE	Continues 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).	Submits candidates' CV, personal statement and list of referees in Advancement App to Office of Faculty Affairs by June 3, 2022 . 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. (OFA will create referee SOP document.)	Receives CVs, personal statements and lists of referees in Advancement App from departments. Due June 3, 2022 . Follows up with departments to ensure appropriate number of external independent referee letters are received. Sends out requests for letters to referees in Advancement App with an August 5, 2022 due date .
JULY	June tasks continue through 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. (OFA will create referee SOP document.)	Reviews referee letters as they arrive to confirm referee type and relationship with candidate. Follows up with departments to ensure appropriate number of external independent referee letters are received. Sends out new referee request letters as needed via Advancement App. Send reminder emails to referees.
AUGUST	Submits portfolio (CV, personal statement, referee list, reprints of three publications/other examples of scholarship, contributions in clinical care, education, research, and service with supporting documentation for excellence as appropriate for your track and proposed rank) to department P&T committee. All sections should be submitted as pdf files, with each section being one pdf. Check with department regarding internal deadlines.	Provides portfolio improvement recommendations to the candidate.	Provides referee letters to departments via Advancement App for department P&T committee deliberation by the last week of August/first week of September . Requests letters of support from candidates' secondary appointments. Provides department committee members access to P&T Advancement App.
SEPTEMBER	Receives feedback on portfolio. Check with your department on internal timeframes. Submits final portfolio to department along with updated CV if applicable. Check with your department regarding internal deadlines. Discusses department non-recommendation decision with department chair and decides on appeal.	Reviews candidate portfolios, votes, and completes recommendations on improving portfolio. Submits final candidate recommendations to the chair for review and final recommendation. Chair writes nomination letters and declares that candidates ascribe to ASPIRE Values. Notifies candidates of department non-recommendations and provides appeal process.	Provides referee letters to departments via Advancement App for department P&T committee deliberation by the last week of August/first week of September.
OCTOBER	Provides updates to portfolio and CV as needed to department P&T contact. This is for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). Continues through February .	Submits final candidate portfolios, updated CV if applicable, Department P&T Recommendation Form, and chair recommendation to Office of Faculty Affairs in Advancement App by October 3, 2022 . Notifies candidate of completed submission. Provides missing information or clarification to SOM P&T committee when requested.	SOM P&T committee meets, reviews candidate portfolios, and votes. Drafts SOM Dean letters each week that go to the Provost in February. SOM P&T committee requests additional information as needed.
NOVEMBER	Submits department non-recommendation appeal to senior associate dean, Office of Faculty Affairs, by November 1, 2023.	Submits any updated documents via the Advancement App and notifies OFA of the submission. Continues through February .	SOM P&T committee meets, reviews candidate portfolios, and votes. Drafts SOM Dean letters each week that go to the Provost in February. SOM P&T committee requests additional information as needed.
DECEMBER	Provides updates to portfolio and CV as needed to department P&T contact. This is for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). Continues through February .	Department chair receives negative recommendations by December 9, 2022 and reaches out to Office of Faculty Affairs for clarification if needed.	Senior associate dean for Office of Faculty Affairs notifies department chairs of negative recommendations.

YEAR TWO

JANUARY	Provides updates to portfolio and CV as needed to department P&T contact. This is for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). Continues through February .	Department chair submits the appeal of SOM P&T decision to the senior associate dean by January 6, 2023 .	SOM P&T committee meets, reviews appeals and votes on January 10, 2023 . P&T cases presented to the dean for review and final recommendation. Submits any updated documents from candidates to the provost.
FEBRUARY	Receives notice of negative recommendation by February 1, 2023 .	Department chair receives copy of non-recommendation letters sent to each candidate not recommended to the provost.	
MARCH-MAY	Provost P&T Committee deliberations	Provost P&T Committee deliberations	Provost P&T Committee deliberations Prepares feedback for all candidates not at the rank of Professor.
JUNE	Receives notification and congratulations from the provost of advancement pending BOV approval.	Receives list of positive provost recommendations from OFA.	Receives notification of provost recommendations from Office of the Provost. Notifies department chairs of provost recommendations, noting that they are pending BOV approval. Provides all candidates not at the rank of professor feedback for their next promotion.
JULY	Advancements approved by the BOV effective July 1, 2023 .	Advancements approved by the BOV effective July 1, 2023 .	Works with the Office of the Provost and HR to verify promotions in Workday.