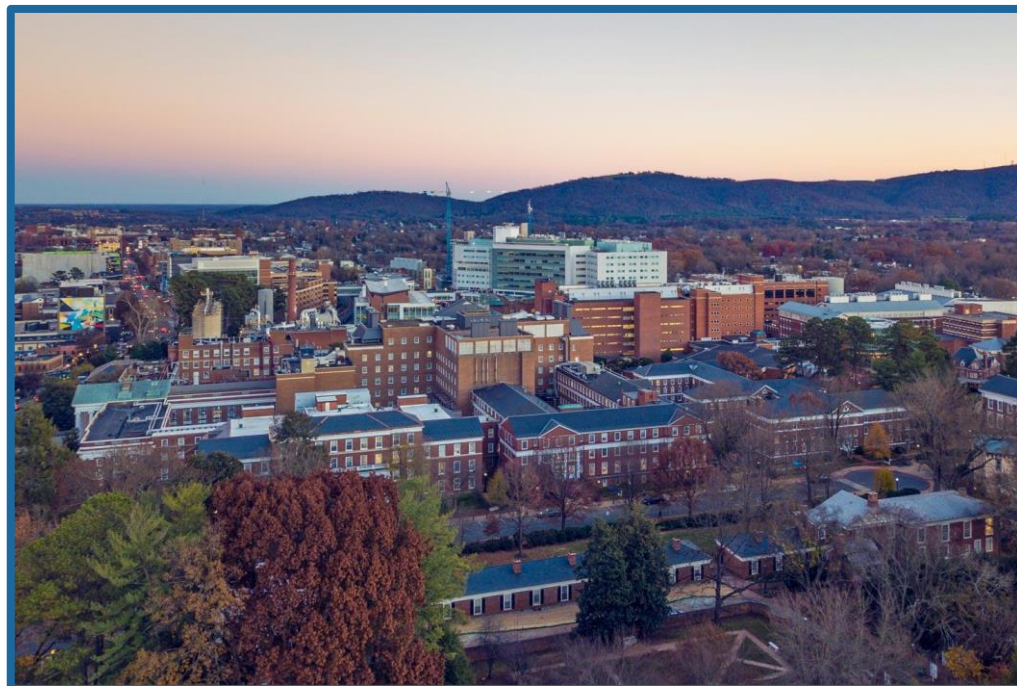




Understanding the Timeline

For Promotion and Tenure

Ellen Beverly, SPHR, SHRM-SCP
Director of Faculty Affairs
434.409.7297 ejm6n@Virginia.edu



Faculty Affairs and Development

P&T Resources

This page provides information and resources for all participants in SOM's promotion and tenure process.

The P&T timeline, checklists for departments and candidates, P&T video modules (coming soon), "Polishing your Portfolio" Zoom registration links and other helpful information are all located here.

We are always striving to improve our services and support your success. If you have any suggestions for additional resources, please contact [Caroline Webster](#), Faculty Affairs Project Associate.



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P&T TIMELINE - INTRODUCTION

IN JANUARY, UVA SCHOOL OF MEDICINE (SOM) OFFICE OF FACULTY AFFAIRS BEGINS PREPARING FOR THE UPCOMING P&T CLASS. IF SUCCESSFUL, MEMBERS OF THIS CLASS ARE PROMOTED OR TENURED EFFECTIVE JULY OF THE FOLLOWING YEAR.

P&T 21-22: January 2021 to June 2022 —————> P&T Effective July 1, 2022

P&T 22-23: January 2022 to June 2023 —————> P&T Effective July 1, 2023

P&T 23-24: January 2023 to June 2024 —————> P&T Effective July 1, 2024

TO ASSIST YOU WITH YOUR CANDIDACY:

- Ensure that you know your departmental or division P&T contact. Your contact will guide you through the process and due dates.
- Ensure that you know your internal department or division deadlines for each step of the process. Your internal department deadlines are well before our SOM Office of Faculty Affairs deadlines.
- Browse our website to find video presentations, Zoom classes and written guidelines to assist you with your submission.
<https://faculty.med.virginia.edu/facultyaffairs/advancement/pandt/pt-resources/>
- Seek out resources to ensure your questions are answered and your P&T submission is the best it can be. See resources at the end of this presentation.

P&T TIMELINE - PARTICIPANTS

THE P&T PROCESS INCLUDES THE FOLLOWING PEOPLE:

- **YOU AS THE CANDIDATE**
- **YOUR DEPARTMENT/DIVISION INCLUDING:**
 - Department Chair/Division Chief
 - Department P&T Chair and Committee
 - Department/Division P&T Coordinator
 - P&T Mentor
- **THE SOM OFFICE OF FACULTY AFFAIRS:**
 - Senior Associate Dean
 - Advancement Coordinator
 - SOM P&T Chair, Vice Chair and Committee
 - SOM Faculty Affairs Team
- **THE SOM DEAN**
- **THE PROVOST, UVA P&T COMMITTEE AND ADMINISTRATIVE TEAM**

P&T TIMELINE – CANDIDATE CHECKLIST

▼ P&T Timeline: Candidates

The candidate checklist below is for the 2021-2022 regular P&T cycle.

Candidates

MONTH	TASK	DELIVERABLE DUE DATE
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.	

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- Discussing candidacy with their division chief or department chair.
- Preparing CV, personal statement and list of referees and submitting it to department for review.
- Gathering information needed for portfolios.
- Reaching out to available resources for assistance – mentor, chair/division chief, P&T mentor, SOM P&T chair, vice chair and coordinator of academic achievement, etc.

- Receiving suggestions on CV, personal statement and list of referees.
- Submitting final version following department process and timeframe.
- Ensuring that you have all the information needed for your portfolios.
- Beginning to pull together portfolio.
- Watching educational videos and attending P&T learning opportunities presented by SOM Office of Faculty Affairs and Development.
- Meeting with mentor and others to have questions answered.
- Candidates at the end of eligibility who will not be supported for advancement work with chair on options.

- Continuing to work on portfolio and updating CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position).
- Submitting portfolio to department, meeting internal department deadline.
- Receiving feedback on portfolio, making suggested changes.
- Submitting final portfolio to department, meeting internal department deadline.

- Continuing to work on portfolio and updating CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position).
- If applicable, receive notice of non-recommendation from chair and discussion.
- If applicable, submit non-recommendation appeal to senior associate dean for Office of Faculty Affairs by November 1.

- Continuing to work on portfolio and updating CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). Updates accepted through April.
- If applicable, receives notice of negative recommendation by February 1.
- Receives notification and congratulations from the provost of advancement pending BOV approval in June.
- Advancements approved by the BOV are effective July 1.
- If applicable and approved, related P&T salary increases effective July 25.

SEEK OUT ASSISTANCE!

CURRENT P&T COMMITTEE MEMBERS:

<https://faculty.med.virginia.edu/facultyaffairs/advancement/committees/>

OTHER P&T COMMITTEE VETERANS WHO ARE HAPPY TO HELP:

<https://faculty.med.virginia.edu/facultyaffairs/files/2021/04/P-and-T-experts-04.01.2021.pdf>

