Department of Medicine Promotion Timeline

**2018**

**June 1:** Notify Chair’s Assistant via email (Trinh Tran at trantrin@msu.edu) your intent to be reviewed for promotion and/or tenure.

**June 07:** Department provides faculty candidates promotion forms, criteria and guidelines aligned with their appointment. Request for candidates current curriculum vitae, reflective essay, as well as names and contact information (address, phone number, and email) of at least five (5) potential referees must be submitted to Chair’s Assistant via email (Trinh Tran at trantrin@msu.edu) prior to **July 1**. Please do not contact referees directly.

**July 1:** The Department will request the letters from potential referees. Deadline for return of letters: **September 21**.

**October 1:** Candidates provide department with a complete promotion packet portfolio. Candidate may request in writing to the Chair of the RPT Committee and (and Teresa Vollmer) an appearance before the RPT Committee to elaborate on any part of his/her application.

**October 1- November 15:** RPT Committee meet to review candidates’ promotion packet portfolio.

**November 21:** The Chair of the RPT Committee submits the Committee’s final recommendation to the Department Chair. The communication shall include a summary of the positive and negative qualifications of the candidate that were crucial in the review processes.

**November 30:** Chair completes- III of promotion form (and/or summary letter) and notifies candidates, in writing of the recommendations of the RPT Committee and the decisions of the Chair. Letter should inform faculty of their right to request corral with the RPT committee and provide deadline.

**December 7:** Candidate provides written request for conferral with the RPT committee as a whole and/or the chair before a final recommendation is submitted to the Dean. This personal appearance before the committee shall be completed by **December 14** and other relevant data and material presented shall be included in the candidate's packet.

**December 21:** Departmental RPT staff representative finalizes promotion packets/ portfolios.

**2019**

**January 2:** Departmental RPT staff representative submits promotion packets/portfolios to CHM - FAD Office.