

Department of Medicine RPT Timeline – Updated 03/2019

	FACULTY	DOM Chair's Office	CHM
APRIL	<ul style="list-style-type: none"> Attend RPT Workshop (third Thursday of the month) 	<ul style="list-style-type: none"> Host RPT Workshop Update RPT memos and templates Create promotion log 	<ul style="list-style-type: none"> Participate in RPT Workshop
MAY	<ul style="list-style-type: none"> Receive call for intention from DOM Chair's office 	<ul style="list-style-type: none"> CALL FOR INTENTION first working day in May Accept intentions, respond with required document info due first working day in July 	
JUNE	<ul style="list-style-type: none"> INTENT DUE <u>first working day in June</u> 	<ul style="list-style-type: none"> Send list of intentions to CHM Update promotion log 	
JULY	<ul style="list-style-type: none"> CV, ESSAY, & LIST OF REFEREES DUE <u>first working day in July</u> Assemble promotion packet 	<ul style="list-style-type: none"> Ask DOM Chair for external referees Solicit letters of support from referees Respond to faculty with information about deadline, packet formatting, etc. 	
AUGUST	<ul style="list-style-type: none"> Assemble promotion packet 	<ul style="list-style-type: none"> Send reminders to faculty and referees Notify DOM RPT Committee of candidates Schedule DOM RPT meetings in October 	
SEPTEMBER	<ul style="list-style-type: none"> PROMOTION PACKET DUE to DOM Chair's office by 9/15 	<ul style="list-style-type: none"> Letters of support due first working day in September 9/15 - 9/30 Review and format packets as needed (insert letters, bookmark, remove duplicates, etc.), return to faculty for final approval, upload to DOM RPT D2L 	
OCTOBER		<ul style="list-style-type: none"> DOM RPT Committee meets to review packets, make recommendations Notify faculty not recommended for promotion, invite to confer 	
NOVEMBER	<ul style="list-style-type: none"> Opportunity to confer with RPT Committee/DOM Chair 11/1 – 11/15 (if needed) 	<ul style="list-style-type: none"> 11/15 DOM RPT Committee sends recommendation letters to Department Chairperson 11/15-12/7 Department Chairperson completes packets 	
DECEMBER		<ul style="list-style-type: none"> Upload final packets to CHM RPT D2L by 12/20 (before holiday) 	
JANUARY		<ul style="list-style-type: none"> Start planning for RPT Workshop 	<ul style="list-style-type: none"> Review final packets
JUNE	<ul style="list-style-type: none"> Receive notice of promotion status 		<ul style="list-style-type: none"> Announce promotion outcomes