Department of Medicine RPT Timeline – Updated 03/2022

	FACULTY	DOM Chair's Office	CHM
APRIL	• Attend RPT Workshop	• Host RPT Workshop • Update RPT memos and templates • Create promotion log	• Participate in RPT Workshop
MAY	• Receive call for intention from DOM Chair's office	• CALL FOR INTENTION first working day in May • Accept intentions, respond with required document info due first working day in July	
JUNE	• **INTENT DUE** <u>first working day in June</u>	• Send list of intentions to CHM • Update promotion log	
JULY	• **CV, ESSAY, & LIST OF REFEREES DUE** <u>first working day in July</u> • Assemble promotion packet	• Ask DOM Chair for external referees • Solicit letters of support from referees • Respond to faculty with information about deadline, packet formatting, etc.	
AUGUST	• Assemble promotion packet	• Notify DOM RPT Committee of candidates • Schedule DOM RPT meetings in October	
SEPTEMBER	• **PROMOTION PACKET DUE** to DOM Chair's office **by 9/15**	• 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		• DOM RPT Committee meets to review packets, make recommendations • Notify faculty not recommended for promotion, invite to confer	
NOVEMBER	• Opportunity to confer with RPT Committee/DOM Chair 11/1 – 11/15 (if needed)	• 11/15 DOM RPT Committee sends recommendation letters to Department Chairperson • 11/15-12/7 Department Chairperson completes packets	
DECEMBER		• Upload final packets to CHM RPT D2L by 12/20 (before holiday break)	
JANUARY		• Start planning for RPT Workshop	• Review final packets