AY23 Promotions Timeline

To Associate/Professor

November 30, 2021

Identify faculty for promotion

- HR emails Ortho faculty (SOM, CHCO, VA and DHHA)
- Request response by January 31st with intent to promote

January 31, 2022

Email steps/process to identified faculty

- HR sends email with pertinent information regarding promotion steps and guidelines.
- Information for references due to HR by February 28th.

February 28, 2022

Interfolio Actions

- HR creates case in Interfolio for each faculty member and sends case to faculty member
- HR sends requests for reference letters via email

May 31, 2022

Final Faculty Submission

- HR reviews all dossier submission and reference letters are in each case in Interfolio
- Promotions Committee starts review of all cases
- Chair letter(s) are requested

October 31, 2022

Final Submission to SOM

- HR to send case to School of Medicine for final review and approval or promotion