**Promotion and Tenure Timetable**
**2013-2014 Academic Year**
**Promotions Effective July 1, 2014**

**Spring, 2013** Department Chairs identify potential candidates to recommend for promotion or tenure and begin to organize supporting documents

**May, 2013** Senior Associate Dean for Academic Affairs distributes promotions timetable, forms, and statistics to Department Chairs

**June-September 2** Chairs/Directors, advised by MANDATORY departmental promotion committee, review candidates and identify candidates to put forward for promotion.

**September 3, 2013** Last day to submit complete candidate packets to the Office of Academic Affairs.

Candidate packet should include:

1) Promotion Candidate Summary Form
2) Letter of nomination from the department chair (and section head, if applicable)
3) Letter from the departmental promotions committee (required)
4) Personal Narrative (limit 2 pages)
5) Standard Wake Forest School of Medicine curriculum vitae (must be accurate and up-to-date). A template is available on the intranet at (http://intranet.wakehealth.edu/Research-and-Education/Deans-Office/Documents-and-Forms/Promotion-Information.htm)
6) Portfolio of Educational Achievements
7) Clinician Portfolio (ALL clinicians, Tenure and non-Tenure Tracks)
8) List of potential external and internal referees with full addresses and contact information. Please supply email addresses for all referees. Number of referees required, by proposed rank:
   i. **Associate Professor**: no fewer than three internal references; no fewer than five external references (2 internal and 3 external letters required)
   ii. **Tenure (Including promotion to Associate Professor with Tenure):** no fewer than five internal references; no fewer than eight external references (3 internal and 5 external letters required)
   iii. **Professor**: no fewer than five internal references; no fewer than eight external references (3 internal and 5 external letters required)

**(NOTE: Chairs will be expected to provide more names than the number of letters required. All referees (internal and external) will be contacted by the Office of the Dean. The rank of the referee must be equal to or higher than the rank being recommended for the faculty member.)**

**Candidates for promotion must provide the Office of Academic Affairs with a CD containing their CV, personal statement, Portfolio of Educational Achievements, Teaching Roles and Responsibilities spreadsheet, and Clinical Portfolio for each of their referees. These documents will serve as sources of information for writing the letters of support. The Office of Academic Affairs will send these CDs to the referees when requesting the candidate's letters of support.**

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| **September 4-October 18** | The Office of Academic Affairs reviews packets for completeness and contacts department chairs if any materials are incomplete or improperly formatted. In addition, the Office of the Dean solicits **all** letters of support (internal and external and at all ranks). The Office of Academic Affairs tracks receipt of letters of reference and informs chairs if problems arise with respect to non-responses. |
| **October 18 – December 18** | The P&T Committee receives charge from the Dean and conducts reviews for each rank and for tenure. |
| **December 19** | The P&T Committee notifies the department chairs regarding denials of promotion or tenure. |
| **January 2, 2014** | Chairs who wish to appeal denials do so in writing, and if they so choose, meet with the P&T Committee. |
| **January 15, 2014 (If needed)** | The P&T Committee meets to review appeals, and the appeals summary memo is presented to department chairs. |
| **February 12, 2014** | Department chairs meet to review recommendations for faculty promotions and tenure, as well as issues raised during the review process. |
| **June 4, 2014** | Recommendations for promotion and tenure are presented to the Board of Trustees |
| **July 1, 2014** | Promotion and Tenure become active, together with compensation adjustments. |