

**COLLEGE OF MEDICINE (COM) 2023/2024 PROMOTION CYCLE TIMELINE
FOR NON-TENURE TRACK SALARIED AND AFFILIATED FACULTY**

Exhibit 2

Per COM Appendix A - "Procedures for the Appointment, Promotion, and Reappointment of Non-tenure Track Faculty".

November 1, 2023: Faculty member’s deadline to notify Department Chair in writing of intent to stand for promotion. Faculty member works with Department Chair to identify authors for Letters of Recommendation (see below) and create materials packet for promotion.

Materials packets must include:

NEOMED Non-tenure Track Salaried Faculty	NEOMED Affiliated (Voluntary) Faculty
Dossier Current Curriculum Vitae Letters of Recommendation (as follows below)	Promotion Application Form Current Curriculum Vitae Letters of Recommendation (as follows below)
<p>Letters of Recommendation <i>(required of both salaried or affiliated applicants):</i> The Candidate will provide the NEOMED Department Chair with a list of references from which the Chair will select those who will provide letters of recommendation.</p> <ul style="list-style-type: none"> • For Rank of <u>Associate Professor</u>: Two (2) letters of recommendation from professionally qualified faculty members, including one (1) who is not affiliated with NEOMED. • For Rank of <u>Professor</u>: At least three (3) letters of recommendation from professionally qualified faculty members. <ul style="list-style-type: none"> ○ For the Investigator pathway, all three (3) letters must be non-NEOMED affiliated. ○ For the Educator pathway, two (2) out of the three letters must be from non-NEOMED affiliated faculty. 	

For questions or more information, contact:

Joann Hayes, Clinical Faculty Relations Manager, College of Medicine
jkc@neomed.edu or 330-325-6330

January 1, 2024: Department Chair’s deadline for materials to be submitted to College of Medicine Office of Clinical Affairs.

February 15 – April 1, 2024: By February 15, materials are made available to the College of Medicine (COM) Non-Tenure Track Faculty Appointments and Promotions Committee for review. By April 1, the Committee forwards their recommendations to the Dean (a copy of the committee’s recommendations is also sent to Department Chairs).

April 15, 2024: By April 15, the Dean recommends promotions to the University Provost, who will forward recommendations to the University President for transmittal to the Board of Trustees.

May/June Annual Meeting of NEOMED Board of Trustees: Final consideration for all faculty promotions are acted upon by the Board of Trustees.

July 1: Annual effective date for all faculty promotions.

NEOMED Salaried Faculty	NEOMED Affiliated (voluntary) Faculty
<ul style="list-style-type: none"> ▪ Issued frameable certificate with new faculty rank. ▪ Compensation notification is provided by the Dean of the College. 	“Letter of Notification” is issued to confirm new faculty rank and promotion effective date along with a frameable certificate with new faculty rank.