

College of Medicine Non-Tenure Track Faculty Promotion Guidelines

Action	Deadline
Submit the following required documents: <ul style="list-style-type: none"> • Promotion Application • Curriculum Vitae Preferred CV Format Template • Evaluator list (details below) • Personal Statement guidelines Complete the required onboarding module: Let's Get Ready to Teach! <i>For assistance with CV and personal statement, contact writingcenter@neomed.edu.</i>	November 1
Deadline to submit evaluation forms	January 2
Final action by Board of Trustees	June meeting
Notification to faculty candidates	June 30
Effective Date of Promotion	July 1
For your reference: College of Medicine Promotion Website	

Required List of Qualified* Evaluators by Rank and Pathway

Department Chairs will review evaluator list before candidates request evaluations.

Rank	Pathway	Minimum # of **EXTERNAL evaluations	Total # of evaluations
Associate	Educator	1	2
Associate	Investigator	1	2
Professor	Educator	2	3
Professor	Investigator	3	3

***Qualified evaluators:** An Evaluator must not be a first-degree relative of the Candidate, have a comparable close personal relationship with the Candidate, maintain substantive financial ties, rely on the Candidate's services, or have a close professional relationship (such as serving as the Candidate's supervisor, advisor, or mentor).

****EXTERNAL evaluators** are those who work outside of the candidate's primary institution, regardless of whether they are NEOMED-appointed faculty.

NEOMED Department Chairs

Chair(s)	Department
Hans Thewissen, Ph.D.	Biomedical Sciences
Nicholas Jouriles, M.D.	Emergency Medicine
Paul Hartung, Ph.D. & Ronald Russ, D.O. (Interim Co-Chairs)	Family and Community Medicine
Edward Ferris, M.D.	Obstetrics and Gynecology
Mehool Patel, M.D., MBA	Internal Medicine
Jeffrey Junko, M.D.	Orthopaedic Surgery
Jennifer Baccon, M.D., Ph.D., MHCM	Pathology
Shefali Mahesh, M.D., MBA	Pediatrics
Randon Welton, M.D.	Psychiatry
William Demas, M.D.	Radiology
Matthew Moorman, M.D., MBA	Surgery