

COLLEGE OF MEDICINE ANNUAL PROMOTION CYCLE TIMELINE FOR NON-TENURE TRACK SALARIED AND AFFILIATED FACULTY

Boldface type denotes deadlines established in the University Faculty Bylaws College of Medicine Appendix A, [“Procedures for the Appointment, Promotion, and Reappointment of Non-tenure Track Faculty”](#).

July 1

Deadline for faculty member to notify Department Chair in writing of intent to stand for promotion.

August 1

Deadline for faculty member to provide Department Chair with the following materials:

NEOMED Salaried Faculty	NEOMED Affiliated (Voluntary) Faculty
Dossier	Completed long application form
Current curriculum vitae	Current curriculum vitae
Rank of professor: Letters of recommendation from at least two individuals who do not have a conflict of interest and who are professionally qualified to render an opinion about the suitability of the candidate, as agreed upon by the Department Chair	Rank of professor: Letters of recommendation from at least two individuals who do not have a conflict of interest and who are professionally qualified to render an opinion about the suitability of the candidate, as agreed upon by the Department Chair

September 1

(Clinical Departments Only)

Deadline for Clinical Department Chairs to provide the College of Medicine Office of Clinical Affairs with completed promotion packets. For more information, contact:

Janet McCourtie, administrative coordinator, College of Medicine
(330) 325-6294 or jmccourtie@neomed.edu.

October 1

Deadline for Departments and/or Office of Clinical Affairs to submit completed dossiers and promotion packets to the Office of the Vice President for Academic Affairs (Faculty Affairs) for consideration by the College of Medicine (COM) Non-Tenure Track Faculty Appointments and Promotions Committee.

November 1

Deadline for COM Non-Tenure Track Faculty Appointments and Promotions Committee to forward their recommendations to the Dean (a copy of the committee’s recommendations is also sent to Department Chairs).

March

Final consideration for all faculty promotion recommendations by the NEOMED Board of Trustees.

July 1

Annual effective date for all approved faculty promotions.

NEOMED Salaried Faculty	NEOMED Affiliated (voluntary) Faculty
<ul style="list-style-type: none"> ▪ Issued frameable certificate with new faculty rank prior to July 1. ▪ Compensation notification is provided by the Dean of the College. 	<p>Prior to July 1, a “Letter of Notification” is issued to confirm new faculty rank and promotion effective date. Faculty member signs and returns one copy to acknowledge promotion. A frameable certificate with new faculty rank is then sent after the signed Notification is returned.</p>