

2023 PTK Promotion Timeline - Final

The dates on this timeline are the completion dates for each step of this review process. It is advisable to submit materials prior to the date identified.

updated: 1/3/23 JUT

1 Year Prior	PTK faculty interested in pursuing promotion should discuss their progress and qualifications with their program leader.
By April 1	Senior and Principal Promotion Review Committee members are elected by UME PTK faculty.
By May 1	PTK faculty seeking promotion submits PTK Promotion Request Form . <i>Note: You will be required to submit a draft CV with your application.</i>
By May 17	Associate Dean meets with the AEP Promotion Review Committees Chair and Vice Chairs.
By May 30	Promotion applications are reviewed, and candidates are provided feedback.
By Sept 30	Associate Dean meets with the entire AEP Promotion Review Committees and assigns sub-committees.
By October 14	Candidates are provided with the following documents for review and signature: Teaching Evaluations, Position Description, UME PTK Promotion Criteria, and UME COVID Impact Statement.
By October 31	Candidates submit signed Personal Statement, CV, and Teaching Portfolio. Candidates submits signed Teaching Evaluations, Position Description, UME PTK Promotion Criteria, and UME COVID Impact Statement.
Dec 9	Program Leader submit Summary and Review of Qualifications for candidates. Candidate dossiers are uploaded to BOX for the AEP Promotion Review Committee members to access.
Jan TBD, 2024	The AEP Promotion Review Committees meet, discuss candidates' credentials, and vote.
Jan TBD, 2024	Evaluative Reports are finalized and signed by sub-committee members, Chair and Vice Chairs. Associate Dean writes Department Chair letter. Associate Dean sends notification letter to candidates.
By Feb 1, 2024	Candidate dossiers are finalized and forwarded to the Dean's office.