

2019 PTK Promotion Timeline -Draft

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: 2/21/19 JUT

1 Year Prior	PTK faculty interested in pursuing promotion should discuss their progress and qualifications with their program leader.
By March 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 .
By May 17	Associate Dean and Program Leaders review promotion applications and provide feedback to the APT/AEP Coordinator.
By May 30	APT/AEP Coordinator contacts candidate about promotion application. Senior and Principal Promotion Review Committees are notified by APT/AEP Coordinator of pending faculty reviews and are assigned role as sub-chair(s) to present candidate summary and record discussion for completion of Final Evaluative Report.
By September 1	APT/AEP coordinator presents candidate with the following documents for review and signature: <ul style="list-style-type: none"> • Teaching Evaluations • Position Description • UME PTK Promotion Criteria
By October 30	Candidate submits electronic Personal Statement, CV and Teaching Portfolio to APT/AEP Coordinator. Program Leader submits summary and review of Candidate's qualification (2-3 pages). APT/AEP Coordinator uploads candidate's materials to BOX for Promotion Review Committee members to access.
???	The promotion review committees will meet, discuss candidates' credentials, and vote.
???	APT/AEP coordinator prepares cover letter stating the committee's vote and recommendation on whether or not to grant promotion. The Evaluative Report is finalized and signed by entire Promotion Review Committee. Both items are uploaded to the candidate's file.
???	Associate Dean writes Department Chair letter to be included in the packet.

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APT/AEP coordinator forwards packets to the Dean's Office.

Associate Dean sends notification letter to the candidate.