

MONTHLY TIMETABLE FOR PROSPECTIVE PROMOTION CANDIDATES

MONTH	TO DO
	SPRING PROMOTIONS (Note: Some departments only accept applications for the Faculty's Fall Deadline)
JANUARY	Speak with Chair/Director about the possibility of applying for a promotion. Contact HR Administrator to find out internal departmental deadline to submit promotion dossier
FEBRUARY	Draft, refine, and submit your Promotions Dossier to the Chair/Director
MARCH	Your Promotions dossier will be reviewed by the Departmental Promotions Committee (DPC)
APRIL	If the DPC agrees that your Promotions dossier can move forward, it will be sent by your Department/School to the Faculty in time for the April 1 st and 15 th deadlines
MAY	The Faculty of Medicine's Promotion's Committee (FPC) will review and evaluate your promotion dossier and will make a recommendation to the Provost. The Promotion is only official once the Board of Governor's letter has been issued/received. For dossiers submitted in the Spring, candidates requesting promotion to the Assistant/Associate Professor rank would typically receive feedback by June/July. Candidates requesting promotion to the full Professor level would typically receive feedback in the early fall.

MONTH	TO DO
	FALL PROMOTIONS
JUNE	Speak with Chair/Director about the possibility of applying for a promotion. Contact HR Administrator to find out internal departmental deadline to submit promotion dossier
JULY	Draft and refine contents of your Promotions Dossier
AUGUST	Refine and submit your final Promotions Dossier to the Chair/Director
SEPTEMBER	Your Promotions dossier will be reviewed by the Departmental Promotions Committee (DPC)
OCTOBER	If the DPC agrees that your Promotions dossier can move forward, it will be sent by your Department/School to the Faculty in time for the October 1 st and 15 th deadlines
NOVEMBER	
DECEMBER	The Faculty of Medicine's Promotion's Committee (FPC) will review and evaluate your promotion dossier and will make a recommendation to the Provost. The Promotion is only official once the Board of Governor's letter has been issued/received. For dossiers submitted in the Fall, candidates requesting promotion to the Assistant/Associate Professor rank would typically receive feedback by December/January. Candidates requesting promotion to the full Professor level would typically receive feedback in March.