

2024 PTK Promotion Timeline

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: 3/1//24 JUT

1 Year Prior	PTK faculty interested in pursuing promotion should discuss their progress and qualifications with their program leader.
By March 15	Senior and Principal Promotion Review Committee members are elected by UME PTK faculty.
By April 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 April 15	Associate Dean meets with the AEP Promotion Review Committees Chair and Vice Chairs.
By May 1	Promotion applications are reviewed, and candidates are provided feedback on promotion readiness.
Summer	Associate Dean meets with the entire AEP Promotion Review Committees and assigns sub-committees.
Aug 2	Candidates submit DRAFT CV, and Teaching Portfolio to Academic Affairs Manager.
Aug 16	Candidates are provided with the following documents for review and signature: Teaching Evaluations, Position Description, UME PTK Promotion Criteria, and UME COVID Impact Statement.
Sept 2	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.
Sept 27	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.
Late Oct	The AEP Promotion Review Committees meet, discuss candidates' credentials, and vote.
Nov 15	Evaluative Reports are finalized and signed by sub-committee members, Chair and Vice Chairs.
Jan 2025	Associate Dean writes Department Chair letter. Associate Dean sends notification letter to candidates.
By Feb 1, 2025	Candidate dossiers are finalized and forwarded to the Dean's office.