**Timeline for Assistant to Associate Professor promotion (Updated 9/2/2021)**

- A faculty member may start their tenure as acting assistant professor with the agreement of the department chair. However, there are both pros and cons of the “acting” status. Typically, this is a 1-year appointment but can be extended.
- When the faculty member is promoted to assistant professor, their 6-year promotion clock starts (this can be paused for pregnancy, illness, pandemic, etc.).
- This is a 5-year process with promotion happening at the end of the 6th year. Paperwork is submitted in year 5.
- Academic year duration is July 1 – June 30.
- For appointments starting July 1-January 1, the promotion clock moves back to July 1. For appointments starting January 2-June 30, the promotion clock moves forward to the next July 1.
- Throughout your academic career, please document all your talks, committee service, mentoring, etc. on annual ePAR each year.

<table>
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<tr>
<th>Year 1-2</th>
<th>Years 3-4</th>
<th>Year 5 (see details below)</th>
<th>Year 6</th>
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<td>• Appointed/promoted to assistant professor&lt;br&gt;• Become familiar with the promotion process&lt;br&gt;• Identify mentor/s&lt;br&gt;• Identify service and teaching functions&lt;br&gt;• Be familiar with your faculty pathway/track and requirements&lt;br&gt;• Consider attending a UW Professional Development workshop</td>
<td>• Develop local/regional reputation in research, clinical care, or education&lt;br&gt;• Work with section chief on resources/collaborations&lt;br&gt;• Consider roles in national societies (e.g., committees, leadership roles)&lt;br&gt;• Meet with your mentors regularly&lt;br&gt;• Ask mentors to help you get on local and national committees</td>
<td>• You will be asked to submit documents to chair assistant by August 1 of this year for promotion in year 6&lt;br&gt;• February: Prepare for promotion with ePAR submission&lt;br&gt;• March: Review of ePARs by section chiefs and department promotion committee co-chairs&lt;br&gt;• April, May: Promotion committee review of candidates with voting and recommendation to chair&lt;br&gt;• May-June: Begin to prepare promotion packet (personal statement, request for inside and outside references, copy of key publications, teaching portfolio) if requested from Chair’s office</td>
<td>• July, August: If approved by Chair, candidate discussed at faculty meeting of Department associate professors and professors and then an online vote is taken.&lt;br&gt;• Oct-Jan: Review by School of Medicine A&amp;P Council&lt;br&gt;• Jan-Mar: Review by Medical School Executive Committee (MSEC) and dean&lt;br&gt;• Mar-May: Review by provost&lt;br&gt;• Possible to be granted a 1-yr postponement of mandatory promotion&lt;br&gt;• If promotion postponed, then chair and candidate devise a 1-year postponement plan&lt;br&gt;• Promotion is re-considered in the 7th year and depends heavily on achievement of goals in postponement plan&lt;br&gt;• Develop clinical and research areas of interest/expertise/focus&lt;br&gt;• Continue working on your research, extending to collaborators</td>
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Year 5 in detail

1 Year prior (Year 5 or earlier) - Discuss with section chief about promotion

Evaluate progress and correct any deficiencies

Year 5

Jan to March (prior to ePAR submission)

March to April

May to June

June to September

October to March

July 1st of Year 6

Remind section chief of promotion.

ePAR evaluation by section chief and recommendation for promotion submitted in ePAR

Promotion committee meetings to discuss possible promotion

Get materials ready for submission to Dean's Office if approved to move forward with promotion by the Radiology Promotion Committee (if not approved - discuss Probation Year plan with Promotion Committee Chair)

Process continues at the University Promotion Committee after Radiology Promotion Committee approval.

Promotion effective date