

## Timeline for promotion

- 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.).
- 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.

Year 1-2	Years 3-4	Year 5 (see details on next page)	Year 6
<ul style="list-style-type: none"> <li>• Appointed/promoted to assistant professor</li> <li>• Become familiar with the promotion process</li> </ul>	<ul style="list-style-type: none"> <li>• Develop local/regional reputation in research, clinical care, or education</li> <li>• Work with section chief on resources/collaborations</li> <li>• Consider roles in national societies (e.g., committees, leadership roles)</li> </ul>	<ul style="list-style-type: none"> <li>• You will be asked to submit documents to chair assistant by August 1 of this year for promotion in year 6</li> </ul>	<ul style="list-style-type: none"> <li>• July, August: If approved by Chair, candidate discussed at faculty meeting of Department associate professors and professors and then an online vote is taken.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify mentor/s</li> <li>• Identify service and teaching functions</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with your mentors regularly</li> <li>• Ask mentors to help you get on local and national committees</li> </ul>	<ul style="list-style-type: none"> <li>• February: Prepare for mandatory promotion with ePAR submission</li> <li>• March-April: Review of ePARs by section chiefs and department promotion committee co-chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Oct-Jan: Review by School of Medicine A&amp;P Council</li> <li>• Jan-Mar: Review by Medical School Executive Committee (MSEC) and dean</li> <li>• Mar-May: Review by provost</li> </ul>
<ul style="list-style-type: none"> <li>• Be familiar with your faculty pathway/track and requirements</li> <li>• Consider attending a UW Professional Development workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Develop stream of academic output (peer reviewed publications with some as first and senior author)</li> <li>• Discuss with section chief and promotion committee members criteria for promotion and if you are on track or if additional effort may be needed in one or more areas</li> <li>• Discuss with section chief prior to submitting ePAR if non-mandatory promotion prior to year 5 may be indicated.</li> </ul>	<ul style="list-style-type: none"> <li>• April, May: Promotion committee review of candidates with voting and recommendation to chair</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Possible to be granted a 1-yr postponement of mandatory promotion</li> <li>• If promotion postponed, then chair and candidate devise a 1-year postponement plan</li> <li>• Promotion is re-considered in the 7<sup>th</sup> year and depends heavily on achievement of goals in postponement plan</li> </ul>
<ul style="list-style-type: none"> <li>• Develop clinical and research areas of interest/expertise/focus</li> </ul>	<ul style="list-style-type: none"> <li>• Continue working on your research, extending to collaborators</li> </ul>		
<b>Aim to publish 2-4 papers every year depending on your pathway</b>			
<b>Aim for 1/3<sup>rd</sup> of papers published to be first author papers</b>			

Year 5-7 in detail

