

Department of Radiology Promotion Timeline

Academic, Tenure, and Clinical Tracks



December & January

Candidate Tasks:

- Update CV in Works
- Alert your Division Director, Dr. Dietz and/or Dr. Ugurbil that you plan to pursue promotion
- Begin writing Narrative Statement

Division Director Tasks:

- Make recommendation to promotion track committee

February & March

Candidate Tasks:

- Consider scheduling a meeting with Dr. Ghebre, from the Office of Faculty Affairs, to review your CV and narrative statement
- Attend OFA promotion training sessions
- Submit CV and narrative statement to Laura Geffre-Rick by March 15
- Attend Departmental Promotion Kick-off Meeting

April

Promotion Committee Tasks:

- Meet to review candidates' draft materials and provide feedback

May

Chair's Office Tasks:

- Send requests for external reviews

June & July

Candidate Tasks:

- Finalize dossier sections

Chair's Office Tasks:

- Continue compiling external reviews for all candidates

- Compile final dossiers for each candidate and provide to Promotion Committees for review

August

Promotion Committee Tasks:

- Both committees meet to review dossiers and provide departmental recommendation report

Faculty Tasks:

- Faculty vote on each candidate (voting faculty determined by their rank and the promotion rank being sought by candidate)

September

Chair's Office Tasks:

- Submit final dossiers to OFA