



Appointments and Promotions Committee  
Robert Goldsteen, DO, FACP, Chair

## **2024-2025 A & P Timeline\***

### **Proposed 2024-2025 A & P Timeline**

**July 15, 2024:** Dean announces the timeline for the academic year.

**October 7, 2024:** Candidates' Statement of Intent letter and CV to their Department Chair (on paper and electronically)

**October 11, 2024:** (Friday) Confirmation of intent from the departments chair to the A & P chair along with the candidate current CV.

**October 14, 2024:** Promotion Instructions provided via electronic communication from A&P Chair to the candidate and the department chair.

**November 11, 2024:** Candidate provides a list of 3-5 potential external reviewers with a short paragraph of the common relationship by electronic communication to A&P Committee Chair, including names and complete contact information (Name, academic affiliation, physical address, e-mail address, office and cell telephone numbers)

**December 9, 2024:** Portfolio due to department Chair, **one** paper copies in three-ring binders plus electronic version as a single PDF file with bookmarks.

**January 6, 2025:** Portfolio due to the A & P committee, one paper copies in three-ring binders plus electronic version as a single PDF file with bookmarks.

**January 17, 2025:** (Friday) Portfolio due to the External Reviewers electronic version as a single PDF file with bookmarks (secure sight for review)

**February 24, 2025:** Portfolio review due to the A & P Committee from the External Reviewers.

**March 31, 2025:** A & P Candidate report(s) due to the Dean.

**April 28, 2025:** Final determination by Dean and Letter from Dean to the candidate(s).

**May 12, 2025:** Appeal (if applicable) Letter to the President (on paper and electronically).

**June 9, 2025:** Final decision by President; Letter from President to the candidate.

**July 1, 2025:** (Tuesday) Promotions granted effective.

\*All dates fall on a Monday unless otherwise noted