

## **Carver College of Medicine Review and Promotion Generic Timetable**

### January 1 through September 1

At least three peer review of teaching reports must be made

### August 1 (this date may be earlier at the discretion of the Department)

The DEO notifies all faculty of need for dossier if:

- ▶ The tenure track faculty member is in the last probationary year (usually sixth)
- ▶ The department recommends a faculty member for consideration for promotion.

### September 1 (this date may be earlier at the discretion of the Department)

Candidate notifies DEO of intent to submit materials for consideration of promotion.

### September 15 (this date may be earlier at the discretion of the Department)

Dossier due from faculty member to DEO. Dossier includes

### September 30 (this date may be earlier at the discretion of the Department)

List of potential external consultants due from candidate to DEO

### October

DEO begins record of required information

DEO appoints Internal Peer Review Committee for independent assessment of dossier.  
Review Committee meets for consideration of dossiers and submits report to DEO.

DEO consults Peer Review Committee on the list of potential external consultants and adds any names suggested; shares total list with candidate, and solicits letters.

### November

Peer review report to candidate.

Information to DCG for consideration

DCG meets, votes, submits report

DCG report to candidate

### Late November/early December

Complete dossier due at Office of Dean.

