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>
<thead>
<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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| - Appointed/promoted to assistant professor  
  - Become familiar with the promotion process | - Develop local/regional reputation in research, clinical care, or education  
  - Work with section chief on resources/collaborations  
  - Consider roles in national societies (e.g., committees, leadership roles) | - You will be asked to submit documents to chair assistant by August 1 of this year for promotion in year 6 | - July, August: If approved by Chair, candidate discussed at faculty meeting of Department associate professors and professors and then an online vote is taken. |
| | - Identify mentor/s  
  - Identify service and teaching functions | - February: Prepare for promotion with ePAR submission  
  - March: Review of ePARs by section chiefs and department promotion committee co-chairs | - Oct-Jan: Review by School of Medicine A&P Council  
  - Jan-Mar: Review by Medical School Executive Committee (MSEC) and dean  
  - Mar-May: Review by provost |
| | - Be familiar with your faculty pathway/track and requirements  
  - Consider attending a UW Professional Development workshop | - April, May: Promotion committee review of candidates with voting and recommendation to chair  
  - 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 | - Possible to be granted a 1-yr postponement of mandatory promotion  
  - If promotion postponed, then chair and candidate devise a 1-year postponement plan  
  - Promotion is re-considered in the 7th year and depends heavily on achievement of goals in postponement plan |
| | - Develop clinical and research areas of interest/expertise/focus | | |

**Aim to publish 2-4 papers every year depending on your pathway and 1/3\textsuperscript{rd} papers published to be first author papers**
1 Year prior (Year 5 or earlier) - Discuss with section chief about promotion

Evaluate progress and correct any deficiencies

Jan to March (prior to ePAR submission) - Remind section chief of promotion.

March to April - ePAR evaluation by section chief and recommendation for promotion submitted in ePAR

May to June - Promotion committee meetings to discuss possible promotion

July to September - 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)

October to March - Process continues at the University Promotion Committee after Radiology Promotion Committee approval.

Year 1

Year 5

Year 6

Year 7

July 1st of Year 7 - Promotion effective date