Department of Radiology RPT timetable for candidates

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| June 1 | HP and FT faculty, *candidate* *provides written/email notification* to chair and/or director of upcoming promotion application.  Tenure system (TS) faculty: will be notified by the department. TS candidates seeking early promotion are required to provide written notification to the chair.  Please copy [jslade@msu.edu](mailto:jslade@msu.edu) and [jollifft@msu.edu](mailto:jollifft@msu.edu) |
| June 16 | For promotions, the candidate submits:   1. A list of a minimum of six referees. Additional details to follow. Reappointments do not require letters of reference. 2. Effort across roles (Promotion Form Section II).   Submit to Teams Folder and notify [jslade@msu.edu](mailto:jslade@msu.edu) and [jollifft@msu.edu](mailto:jollifft@msu.edu) |
| July 16 | For promotions, the candidate uploads the following materials to be sent to referees:   1. CV 2. Reflective essay 3. Scholarly samples (as desired) 4. Covid-19 statement (as desired) 5. Teaching statement / evidence (as desired); recommended for primary teaching assignment role. 6. Updated faculty profile for department website   SUBMIT EARLIER IF YOU WANT FEEDBACK. Submit to Teams Folder and notify [jslade@msu.edu](mailto:jslade@msu.edu) and [jollifft@msu.edu](mailto:jollifft@msu.edu) |
| Oct 1 | Candidate’s complete packet with form on progress and excellence, academic portfolio, reflective essay, due to the department.  Submit to Teams Folder and notify [jslade@msu.edu](mailto:jslade@msu.edu) and [jollifft@msu.edu](mailto:jollifft@msu.edu). |
| Oct-Dec | Department-level reviews |
| Jan-Feb | College-level reviews |
| Mar-Apr | Provost review |
| May | Notification of provost decision |
| June-July | Board of Trustees final approval for TS decisions on promotion and tenure |