



Timeline for Preparing Promotion Packets

Department Contacts: **Department Chair** - Ellen Hartenbach, MD

Vice-Chair of Faculty Development, Education & Wellness – David Kushner, MD

Department Administrator – Kara Mulligan, mulligan2@wisc.edu

Faculty Promotions Coordinator – Carol Hulland, cmhulland@wisc.edu

SMPH Contacts

SMPH Faculty Promotions Team – facultypromotions@med.wisc.edu

[SMPH Preparing for Promotion Guidelines](#)

January	Vice Chair and promotions coordinator review candidates eligible for promotion the following year
February	Promotions coordinator emails eligible candidates about promotion eligibility and process
February/March	Mentor Review: Faculty work with mentors to determine suitability for promotion and select areas of excellence and significant accomplishment
May 1*	Notify Human Resources: All faculty interested in pursuing promotion in the next year notify human resources
May/June	Candidate documents: Faculty identify areas of excellence and significant accomplishment, write personal statement and update CV (UW format)
July 31*	Submit all candidate documents (updated CV, personal statement, and list of suggested letter writers) to promotions coordinator to be eligible for promotion the following year
July/August	Candidate review: Faculty review their draft promotion packet
August	Letter writer’s approval: Department Chair reviews suggestions and makes final decision for letters of support for promotion packets
September 1*	Letters of request sent out: Solicitation letters and all documents are sent to letter writers with guidelines and deadlines from Dept Chair’s email
September/October	Packet creation: HR assembles all documents and letters of support for final review
September/October	Chair’s Letter: Department administrative team draft Chair’s letters for Dr. Hartenbach to review
September/October	Mentor committee chair and/or Division Director review: CHS and tenure packet review by mentor committee chair and/or division directors, CT track review by division director and/or Dr. Kushner
October/November	Revisions: Promotions coordinator helps to review and proofread promotion packets
October/November	Department Executive Committee meets 1 month prior to UWSMPH deadline (mailed out yearly to Departments): Reviews and votes on all promotion packets
Mid November- Early January	Submission of promotion packets to SMPH Dean’s office (deadlines vary by faculty track)

*Department Deadlines