## Department of Medicine Instructor to Assistant Professor Promotion Process

Revised: 1-27-21



## Dean's Office Tracker

The candidate is then placed on agenda and presented to the A&P Committee. After A&P Committee approves, the request is reviewed by Dean Charney for final approval within the same month

Candidate and System Division Administrator has full access to review request throughout the process for tracking purposes

2 months

## Dean's Office sends list of approved A&P requests to the Department Chairs.

Tonya sends electronic notification of approved candidates to the site's Division Chief and Administrator. The Administrator will then submit title/salary changes in Sinai Cloud.

**Overall Estimated Process Timeframe: 3 months**