



Appointments and Promotions Committee  
Scott S. Cyrus, DO, FACOP, Chair

September 29, 2021

## **2021-2022 A & P Timeline\***

September 13, 2021: Dean announces the timeline for the academic year

October 11, 2021: Statement of intent Letter to Department Chair (on paper and electronically)

October 18, 2021: Confirmation of intent from the departments chair to the A & P chair and instructions provided via electronic communication from A&P Chair to the candidate

November 1, 2021: Candidate provides a list of 3-5 potential external reviewers electronic communication to A&P Committee Chair, including names and complete contact information

December 13, 2021: Portfolio due to department Chair Two paper copies in three-ring binders plus electronic version as a single PDF file with bookmarks.

January 3, 2022: Portfolio due to the A & P committee, two paper copies in three-ring binders plus electronic version as a single PDF file with bookmarks.

Wednesday, January 5, 2022: Portfolio due to the External Reviewers electronic version as a single PDF file with bookmarks securely on Microsoft Teams.

February 14, 2022: Portfolio review due to the A & P Committee from the External Reviewers.

March 28, 2022: A & P Candidate report due to the Dean

April 25, 2022: Final determination by Dean Letter from Dean

Friday, May 6, 2022: Appeal (if applicable) Letter to the President (on paper and electronically)

June 6, 2022: Final decision by President Letter from President

Friday, July 1, 2022: Promotions granted go into effect

\*All dates fall on a Monday unless otherwise noted

Professionally,

A handwritten signature in black ink, appearing to read "Scott S. Cyrus", is written over a light-colored rectangular background.

Scott S. Cyrus, D.O., F.A.C.O.P.  
Chair Appointments and Promotions Committee