

2010 – 2011 DEPARTMENT OF ONCOLOGY DATES AND DEADLINES

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2010 - 2011

May 15	<p><u>Deadline</u> Material due in AMA office:</p> <p>1. Recommendation for promotion to Associate Professor (full-time) Each recommendation must include:</p> <ol style="list-style-type: none"> a) Updated curriculum vitae in Faculty format. b) 3 copies of the candidate's 5 best publications. c) 3 copies of a brief written overview of the importance of each publication and, in multi-authored publications, a definition of the role of the applicant in the work. d) Division Head's letter of recommendation. (If candidate holds a joint appointment in other Department(s), arrange for other Head(s) to forward their recommendation letters by this date). e) 3 copies of student evaluations (may be photocopied from Teaching Dossier). f) 3 copies of Education Activities Report prepared by candidate in Faculty standardized format. <p>2. Recommendations for Professor Emeritus Each recommendation must include:</p> <ol style="list-style-type: none"> a) Updated curriculum vitae in Faculty format. b) Division Head's letter of recommendation. (If candidate holds a joint appointment in other Department(s), arrange for other Head(s) to forward their recommendation letters by this date).
June 1	<p><u>Deadline</u> Material due in AMA Office:</p> <p>Abstracts Due from <u>All</u> Trainees for Research Day</p> <ul style="list-style-type: none"> ▪ Send all to Rebecca DiCola
June 21	<p>Appointments and Promotions Committee</p> <p>WHERE: CC105 When: 0730 hours</p>
June 18	<p>RESIDENT RESEARCH DAY</p> <p>WHERE: CC104 TBCC Auditorium</p> <p>TIME: 0830 - 1630</p>
July 9	<p><u>Deadline</u> Material due in AMA Office:</p> <p>Nominations for Distinguished Achievement Awards (full-time) Each nomination must include:</p> <ol style="list-style-type: none"> a) Division Head's letter of nomination including proposed award category, and basis for nomination. b) List of manuscripts published by nominee during 2009-2010 Academic Year.
September 3	<p><u>Deadline</u> Material due in AMA Office:</p> <p>1. Recommendations for promotion to full Professor (Clinical/Adjunct/Research only) Each recommendation must include:</p> <ol style="list-style-type: none"> a) list of names/addresses of 6 referees. Identify the 3 referees nominated by candidate. Provide brief background comments about each referee, including any relationship with the candidate. b) 3 copies of updated curriculum vitae in Faculty format. c) Division Head's letter of recommendation. (If candidate holds a joint appointment in other Department(s), arrange for other Head(s) to forward their recommendation letters by this date.) d) 3 copies of 5 best publications e) 3 copies of separate list of candidate's 5 best publications, including a brief overview of the importance of each publication and, in multi-authored publications, a definition of the role of the applicant in the work. f) 3 copies of Education Activities Report – prepared by candidate in Faculty format.
September 13	<p>Appointments and Promotions Committee</p> <p>WHERE: CC105 When: 0730 hours</p>

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October 1	<p><u>Deadline</u> Material due in AMA Office: 1. Recommendations for promotion to Clinical/Adjunct/Research Associate or Assistant Professor, or for C/A/R Professor Emeritus. Recommendation must include:</p> <ul style="list-style-type: none"> a) 3 copies of updated curriculum vitae in Faculty format. b) Division Head's letter of recommendation (If candidate holds a joint appointment in other Department(s), arrange for other Head(s) to forward their recommendation letters by this date. c) 3 copies of Education Activities Report for those being promoted to Clinical/Adjunct/Research Associate Professor
October 15	<p><u>Deadline</u> Material due in AMA Office: Nominations for Clinical/Adjunct/Research awards. Each nomination must include:</p> <ul style="list-style-type: none"> a) Nominee's curriculum vitae in Faculty standardized format. b) Division Head's letter of nomination including proposed award category, and basis for nomination.
October 18	<p>Appointments and Promotions Committee</p> <p>WHERE: CC105 When: 0730 hours</p>
November 19	<p>Education Retreat</p> <p>WHERE: TBA When: 0800 hours</p>
December 1	<p><u>Deadline</u> Clinical/Adjunct/Research (non-salaried) re-appointment letters to be returned to the AMA office.</p>
January 10	<p>Appointments and Promotions Committee</p> <p>WHERE: CC105 When: 0730 hours</p>
February 7	<p>Appointments and Promotions Committee</p> <p>WHERE: CC105 When: 0730 hours</p>
March 4	<p><u>Deadline</u> Material due in AMA office: Recommendation for promotion to full Professor (full-time only). Each recommendation must include:</p> <ul style="list-style-type: none"> a) List of names, rank and addresses of 6 referees. *Identify the 3 referees nominated by candidate*. Provide brief background comments about each referee, including any relationship with the candidate. All referees must hold a full professor rank, and be at arm's length from candidate. a) 3 copies of letter of application, not to exceed three pages, from the candidate (as per GPC Manual 6.10) b) 3 copies of updated curriculum vitae in Faculty format. c) 3 copies of separate list of candidate's 10 best publications, including a brief overview of the importance of each publication and, in multi-authored publications, a definition of the role of the applicant in the work. d) 3 copies of the candidate's 10 best publications. e) Division Head's letter of recommendation. (If candidate holds a joint appointment in other Department(s), arrange for other Head(s) to forward their recommendation letters by this date.) f) 3 copies of student evaluations (may be photocopies from Teaching Dossier). g) 3 copies of Education Activities Report – prepared by candidate in Faculty format.
March 7	<p>Appointments and Promotions Committee</p> <p>WHERE: CC105 When: 0730 hours</p>

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April 11	Appointments and Promotions Committee WHERE: CC105 When: 0730 hours
April 15	<u>Deadline</u> Material due in AMA office: <ul style="list-style-type: none">▪ APR and Annual Assessment forms due for GFT's.▪ Annual Assessment forms due for Clinical▪ STAR CV entry deadline▪ Send all to Rebecca DiCola
May 9	Appointments and Promotions Committee WHERE: CC105 When: 0730 hours
May 30	All annual assessments completed by Department Head.
June 6	Appointments and Promotions Committee WHERE: CC105 When: 0730 hours

NOTE: For tenure application deadlines and requirements, please contact Rosanne Ortman.