**2024-25 Academic Review Year - P&T Candidate Checklist**

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| **Month** | **Task** | | **Deliverable**  **Due Date** | **Complete** |
| **February** | Connect with department chair/division chief to discuss candidacy. | |  |  |
| Begin to prepare CV, personal statement and list of referees. | |  |  |
| Begin to gather most recent information needed for portfolio. | |  |  |
| **March-April** | Submit draft CV, personal statement and list of referees to [department fills in]. | |  |  |
| **April** | Ensure all the information needed for portfolio is available and current. | |  |  |
| **April-May** | Receive feedback on CV, personal statement and list of referees. | |  |  |
| **May** | Meet with P&T mentor to start to prepare portfolio and ask questions. | |  |  |
| Provide **FINAL** CV, personal statement and list of referees to [department fills in]. | |  |  |
| Candidates at the end of eligibility who will not be supported for advancement work with chair/division chief on options. | |  |  |
| **June-July** | Continue to work on portfolio and update CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). | |  |  |
| **August-September** | Submit portfolio to department P&T committee. **All sections should be submitted as pdf files, with each section being one pdf.** | |  |  |
| CV |  |  |  |
| Personal Statement |  |  |  |
| Referee List |  |  |  |
| Reprints of three publications |  |  |  |
| Areas of Excellence (include supporting documentation as appropriate for your track and proposed rank) |  |  |  |
| **September** | Receive feedback on portfolio. | |  |  |
| Submit final portfolio to department, along with updated CV, if applicable. | |  |  |
| Discuss non-recommendation decision with chair/division chief and decide on appeal, if applicable. | |  |  |
| **October-January** | Continue to update CV as needed for significant accomplishments (e.g., new publication, new grant funding, significant honorific award, election/appointment to leadership position). | |  |  |
| **November** | Submit non-recommendation appeal to Senior Associate Dean, Office of Faculty Affairs, if applicable. | | 11/1/2024 |  |
| **February** | Receive notice of negative recommendation, if applicable. | | 2/3/2025 |  |
| **June** | Receive notification and congratulations from the provost of advancement pending BOV approval. (BOV approved advancements are effective 07/1/2025.) | | June 2025 |  |

Please see the [P&T webpage](https://med.virginia.edu/faculty-affairs/advancement/pandt/) for detailed information about the checklist items.