

Promotion Timeline - Clinical Academic Appointments (formerly Special Geographically Full-Time Appointments)

Governed by the Queen's University [Policy for Clinical Academic Faculty Members in the Faculty of Health Sciences](#)

Please note: timelines below are intended as suggested planning dates and may be updated annually by Queen's Health Sciences.

Timeline	Action
March/April	Faculty Office sends reminder to Department Heads and Departmental Administrators regarding commencement of the promotion process. Departments should also begin reviewing anticipated committee composition and potential conflicts of interest.
By April 1	Departments establish Promotion Committee. Department Head informs members, in writing, that the promotion process is commencing.
By May 1	Reminder: All promotion applicants must meet with their Department Head before applying for promotion. This meeting must occur by August 1, be documented, and take place before File Reviewers are solicited.
By August 1	Member informs Department Head of intent to apply.
By August 15	Departments submit completed Promotion Committee Membership Summary Table and Clinical Promotion Candidate Table to QHS Staffing for review of committee composition, arm's length considerations, and potential conflicts of interest.
August/September	Head and/or Committee Chair meets with applicant to review process requirements and confirm list of referee's and current and former students/trainees who may be contacted for feedback.
By September 1	Applicant submits documentation to Committee Chair.
By September 15	Documentation submitted by the applicant is to be made available to colleagues within the Department and, where applicable, cross-appointed Departments/Units for review and comment.

Between September 15 and October 30	Faculty members may submit written comments regarding each application to the Committee for consideration. The Committee reviews the promotion file and, where applicable, provides the applicant with an opportunity to respond to identified deficiencies before making a recommendation. Reminder: Please reach out to QHS Staffing as early as possible if concerns arise during the review process. Early awareness allows us to provide guidance and support throughout the process.
By October 30	Committee reviews file and submits recommendation, together with the complete file, to the Department Head for review. Department Head reviews the promotion file and, where applicable, provides the applicant with an opportunity to respond to identified deficiencies before making a recommendation. Reminder: Please reach out to QHS Staffing as early as possible if concerns arise during the review process. Early awareness allows us to provide guidance and support throughout the process.
Between October 30 and December 15	Department Head reviews file and submits recommendation, together with the complete file, to the Faculty Office. Dean reviews the promotion file and, where applicable, provides the applicant with an opportunity to respond to identified deficiencies before making a recommendation.
Between December 15 and February 15	Dean reviews file and submits recommendation, together with the complete file, to Provost & VP (Academic). Provost & VP (Academic) forms recommendation on applications for promotion to Assistant Professor and Associate Professor and the Faculty Office informs applicants of decision.
By February 15	The University Promotions Committee meets to assess applications and provide a recommendation to the Provost on applications for promotion to Professor.
By March 15	Provost & VP (Academic) forms recommendation on applications for promotion to Professor and the Faculty Office informs applicants of decision.
Between February 15 and April 15	
By April 15	Provost & VP (Academic) forms recommendation on applications for promotion to Professor and the Faculty Office informs applicants of decision.