

## **DEADLINES FOR PEDIATRICS P&T REVIEW IN 2021**

<https://PromotionTenure.uams.edu>

### **2021**

- Jan – Feb :** A “Basic Facts Form for P&T Review in Pediatrics - 2021” will be emailed to you by Dr. Joan Cranmer in early January. **Please fill in and return this form ASAP.** A Primary & Secondary Reviewer from the Pediatrics P&T Committee will be assigned to all who return the Basic Facts Form. Communicate with your reviewers early and often!  
**Create your personal COM P&T Database portal** so you can upload and update your P&T e-packet section by section as you go along. A Step-by-Step User’s Guide was emailed to Candidates on 01/15/21. ([Details in Footnote on page 2](#)). Your e-packet can be viewed by all members of the P&T Committee and others you identify, e.g., your administrative assistant or helper person. All reviews are done electronically. No hard copies are required.
- Jan 19 :** **Attend the Promotion & Tenure Q&A Noon ZOOM Workshop: “HOW TO PREPARE FOR PEDIATRICS P&T REVIEW IN 2021” on Tuesday, Jan 21, Noon – 1:00PM.** Drs. Joan Cranmer, Renee Bornemeier, Beatrice Boateng and Parthak Prodhon will explain Who, What, When, Where, Why and How to prepare for successful P&T review in 2021. Basics of the electronic P&T packet will be presented.
- Jan – May :** Prepare your detailed e-Packet with frequent feedback from your Primary & Secondary Reviewers. It is the Candidate’s responsibility to meet with his/her Reviewers and prepare the e-packet for review.
- Feb - Aug :** **Attend a P&T Database Zoom Training Session by Faculty Center.** There will be seven (7) Database Trainings\*. **SIGN UP AT:** <https://faculty.uams.edu/home-new/compt/dbtraining>. ([Details in Footnote on page 2](#))  
Dates and details have been emailed by UAMS Faculty Center. This is a good time to ask specific questions that have emerged while working on your promotion packet. A Step-by-Step User’s Guide was emailed to Candidates 1/15/2021.  
\*If none of the posted dates work with your schedule contact K. Donte’ Stephens @ (501)526-5090 | [KDStephens@uams.edu](mailto:KDStephens@uams.edu) to discuss other options for P&T database trainings. Danielle Dowthard can also advise.
- Feb 10 :** **Wed, Noon – 1:00PM. Attend first P&T Database Zoom Training Session by Faculty Center. BE SURE TO SIGN UP.**
- Apr 19 :** Tuesday, 11:30AM – 1:30PM. UAMS PROMOTION & TENURE FORUM facilitated by Erick Messias, MD. Faculty Center will email details closer to date.
- May 1 :** **Deadline for Candidate to provide e-packet to both reviewers.** Reviewers need time to analyze each section of your packet, write a review & recommendation, and give you feedback to improve your packet before review at Retreat.
- May 8 :** **Deadline to finalize your e-packet for review by your Primary Reviewer** to pass around at P&T Retreat. Include a list of 5 possible outside reviewers. See “Outside Letter of Recommendation Procedures” on Compoint.
- May 12-13:** **PEDIATRICS P&T COMMITTEE RETREAT.** All packets will be reviewed electronically during this closed P&T Retreat. **A decision will be made to go forward to the COM P&T Committee for review -- or not -- at this time.**
- May 22 :** **The Primary Reviewer will provide the Candidate a detailed letter of the P&T Committee recommendations.**
- May 22-June 8 :** Candidates recommended to go forward to the COM should be working with their Reviewers to prepare their best e-packet for evaluation by 5 Outside Reviewers.
- June 8 :** **Deadline for Candidate to submit a list of five (5) Outside Reviewers with complete contact information** to Danielle Dowthard. Your Primary Reviewer should approve your list of Outside Reviewers to be sure they meet requirements and have no COI. Outside LOR will be requested by Danielle Dowthard on behalf of the Chair.
- July 1 :** **Final date to send updated P&T Packet to Outside Reviewers to receive the required LOR in time.**
- Sept 1 :** **Finalize your e-packet so your DOP Reviewers can evaluate the final before submission. Reviewers need time to go over packet in depth and provide specific feedback to make your packet the best that it can be. DO NOT PUSH SUBMIT ON YOUR P&T e-PACKET UNTIL YOUR PRIMARY REVIEWER GIVES YOU THE “OK”**
- Sept 27 :** **MONDAY, SEPTEMBER 27<sup>th</sup> 4:30 PM IS THE DEADLINE FOR CANDIDATE TO SUBMIT ELECTRONIC PACKET TO COM.** THIS IS A FIRM DEADLINE FOR YOUR ELECTRONIC PACKET SUBMISSION. Please make every effort to submit up to a week earlier to be sure there are no problems. Contact Brenda Burks at (501) 526-4685 if you have questions.

UAMS DEPARTMENT OF PEDIATRICS / FACULTY AFFAIRS  
**OFFICE OF FACULTY MENTORING, PROMOTION AND TENURE**  
Director and Chair of Pediatrics P&T Committee: Dr. Joan M. Cranmer [CranmerJoanM@uams.edu](mailto:CranmerJoanM@uams.edu)  
Administrative Coordinator: Ms. Danielle Dowthard, MBA [dodowthard@uams.edu](mailto:dodowthard@uams.edu)

**Nov 6-7** : **Review by COM P&T Committee.** (NOTE: Notice of publications or grants awarded can be added up until the time you are reviewed.) **The Chair will personally inform Candidates of the COM decision a few days after Retreat.**

**2022**

**July 1** : **Results of P&T will become effective July 1, 2022.** A formal letter awarding promotion/tenure will be sent to the Candidate by the UA President and Board of Trustees

**FOOTNOTES:**

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**Feb - Aug** : **ATTEND A P&T DATABASE ZOOM TRAINING SESSION BY FACULTY CENTER.**

There will be seven (7) Database Trainings\*. **SIGN UP AT:** <https://faculty.uams.edu/home-new/compt/dbtraining>

Dates and details have been emailed by Faculty Center.

**FEB – 2/10/2021, WEDNESDAY, NOON – 1:00PM**

**MAR – 3/2/2021, TUESDAY, 10:00AM – 11:00AM**

**APR – 4/8/2021, THURSDAY, 11:00AM – NOON**

**MAY – 5/20/2021, THURSDAY, NOON – 1:00PM**

**JUNE – 6/22/2021, TUESDAY, NOON – 1:00PM**

**JUL – 7/29/2021, THURSDAY, NOON – 1:00PM**

**AUG – 8/19/2021, THURSDAY, NOON – 1:00PM**

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**REQUEST YOUR UNIQUE PORTAL ON THE COM P&T DATABASE.** This is where you will upload your promotions packet, section by section. All packet reviews are done electronically; there are no hard copies.  
Here are some simple instructions for creating your request to log into the database:

- Log in here with UAMS username and password: <https://promotiontenure.uams.edu/>
- Ensure active role is set to "faculty"



- Click "create new request" from the buttons on the left-hand side
- Answer questions in yellow
- Click submit
- Some people have access to several years. If you are applying this Fall 2021, your request needs to be for FY 22