

# Promotion Process & Timeline: College of Medicine-Tucson

## Clinical Track promotions: Cycle 1 (effective January 1)

Dept P&T Coordinator	March	All planned promotion requests sent to <b>COM-T Faculty Affairs</b> .
COM-T Faculty Affairs	March	All planned reviews and promotions sent to <b>Provost's office</b> .
Faculty	May-June	Complete sections 2, 4-6. Send to <b>Dept P&amp;T Coordinator</b> .
Dept P&T Coordinator	June	Complete section 1, promotion guidelines. Check faculty sections, send back for updates if needed.
Dept P&T Committee Dept Head	June	Create a list of potential external evaluators (5-8 recommended). If the faculty member suggests 1-2 names add these to the list.
Dept P&T Coordinator	July	Complete section 7 letter. Send out dossier to external evaluators. <i>Recommended: Ask Faculty Affairs to review the dossier.</i>
Dept P&T Committee	August	Review the case and evaluations in RPT, vote to approve or deny the promotion request, write and sign letter.
Dept Head	September	Review the case, write a letter with approval or denial of the request.
Dept P&T Coordinator	Oct 4	Check all letters are uploaded and complete, forward the case to <b>FA</b> . Send out notification to faculty about case status, approved/denied.*
COM-T Faculty Affairs	October	Review full case, send back for updates if needed. When complete, forward the case to <b>College P&amp;T Committee</b> .
College P&T Committee	October	Review case, write assessment with COM-T form, vote to approve/deny.
Vice Dean of Faculty Affairs	November	Review case, approve or deny, write promotion (or denial) letter.
COM-T Faculty Affairs	December	Send promotion/denial letter to faculty by second week of December. CC dept head, dept P&T chair, P&T coordinator, Dean, Vice Dean. BCC FA UAccess approvers.

*\*If denied at department level: Faculty will be notified of the Dept Chair decision\*\*, with 2-4 weeks to consider next steps. They can choose to send the case forward for college review, or to withdraw the case.*

*\*\*P&T Committee recommendations are confidential.*