

Promotion Process & Timeline: College of Medicine-Tucson

Educator or Research track promotions

Dept P&T Coordinator	March	All planned promotion requests sent to COM-T Faculty Affairs .
COM-T Faculty Affairs	March	All planned reviews and promotions sent to Provost's office .
Faculty	May	Complete sections 2, 4-6 (optional 7,8). Send to Dept P&T Coordinator .
Dept P&T Coordinator	June	Complete sections 1, 3, 8A (if applicable) and 9 (peer review). 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	June	Complete section 10 forms. Send out dossier to external evaluators . <i>Recommended: Ask Faculty Affairs to review the dossier.</i>
Dept P&T Committee	July	Review the case and evaluations in RPT, vote to approve or deny the promotion request, write and sign letter.
Dept Head	July	Review the case, write a letter with approval or denial of the request.
Dept P&T Coordinator	August 2	Check all letters are uploaded and complete, forward the case to FA . Send out notification to faculty about case status, approved/denied.*
COM-T Faculty Affairs	August	Review full case, send back for updates if needed. When complete, forward the case to College P&T Committee .
College P&T Committee	September	Review case, write assessment with COM-T form, vote to approve/deny.
Vice Dean of Faculty Affairs	October	Review case, approve or deny, draft letter for Provost's office.
College Dean	November	Review case and letter, approve or deny. <i>Note: If DCC faculty, case stops here. Notification sent out in April.</i>
COM-T Faculty Affairs	Dec 6	Move case forward to University P&T Committee . Send out notification letter to faculty, dept head, dept P&T chair, & P&T coordinator with status, update timeline (last Friday in April).*
University P&T Committee Provost/President	January to April	Review, approve/deny, write letters. If denied, Provost will notify the College Dean last Thursday of April . Letters sent to college by 1pm last Friday of April .
COM-T Faculty Affairs	Last Friday in April	Send promotion letter to faculty, scheduled for 2pm. CC dept head, dept P&T chair, P&T coordinator, Dean, Vice Dean. BCC FA UAccess approvers.

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

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