

# Promotion Process & Timeline: College of Medicine-Tucson

## Tenure track promotions/tenure requests

COM-T Faculty Affairs	January	Mandatory (5, 6 year) review letters sent out to faculty.
Dept P&T Coordinator	March	All planned tenure requests and promotions sent to <b>COM-T FA</b> .
COM-T Faculty Affairs	March	All planned tenure requests and promotions sent to <b>Provost's office</b> .
Faculty	May-June	Complete sections 2, 4-6 (optional 7,8). Send to <b>Dept P&amp;T Coordinator</b> .
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	July	Complete section 10 forms. Send out dossier to <b>external evaluators</b> . <i>Recommended: Ask COM-T 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/tenure 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	Sept 30	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	November	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 <b>Provost's office</b> .
College Dean	November	Review case and letter, approve or deny.
COM-T Faculty Affairs	Dec 19	Move case forward to <b>University P&amp;T Committee</b> . 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 <b>last Thursday of April</b> . Letters sent to college by 1pm <b>last Friday of April</b> .
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.*

*If it is a **mandatory** review, the case cannot be withdrawn, but notification will still occur.*

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