



## Annual Promotion Review Schedule Clinical Scholar & Clinical Series Faculty

For the 2023-2024 Promotion cycle, with a **January 1, 2024** effective date, dossiers are due to the Office of Faculty Affairs by **October 2, 2023**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college.

Date	Year	Responsible Party	Tasks / Action
February	2023	COM-T Faculty Affairs	Notify faculty & department heads of review deadlines
March	2023	Candidate	Attend Promotion Workshops – contact Department P&T Coordinator for schedule and links
May - June	2023	Candidate	Prepare dossier with guidance from Department P&T Coordinator
June	2023	Candidate	Provide a list of potential Outside Evaluators to Department ( <i>optional</i> )
<b>June 30th</b>	<b>2023</b>	<b>Candidate</b>	<b>Upload completed dossier materials to Department</b> *Departments may have earlier deadlines to meet their needs – check with the Dept. P&T Coordinator
July - August	2023	Department	Review candidate materials & correct, as needed. Send letters requesting review to Outside Evaluators.
August - September	2023	Dept. P&T Committee	Review dossier, write review & recommendation regarding promotion
September	2023	Department Head	Review dossier & committee's evaluation, write recommendation for promotion
<b>October 2nd</b>	<b>2023</b>	<b>Department</b>	<b>Upload dossier to COM Office of Faculty Affairs</b>
<b>Note: See Cycle 2 Schedule for dossiers submitted after October 2.</b>			
October	2023	College P&T Committee	Review dossier, add promotion recommendation to dossier
November	2023	Faculty Affairs Dean	Review dossier, make final decision
December	2023	COM-T Faculty Affairs	Send decision letters to candidates

