



Annual Promotion Review Schedule Clinical Scholar & Clinical Series Faculty

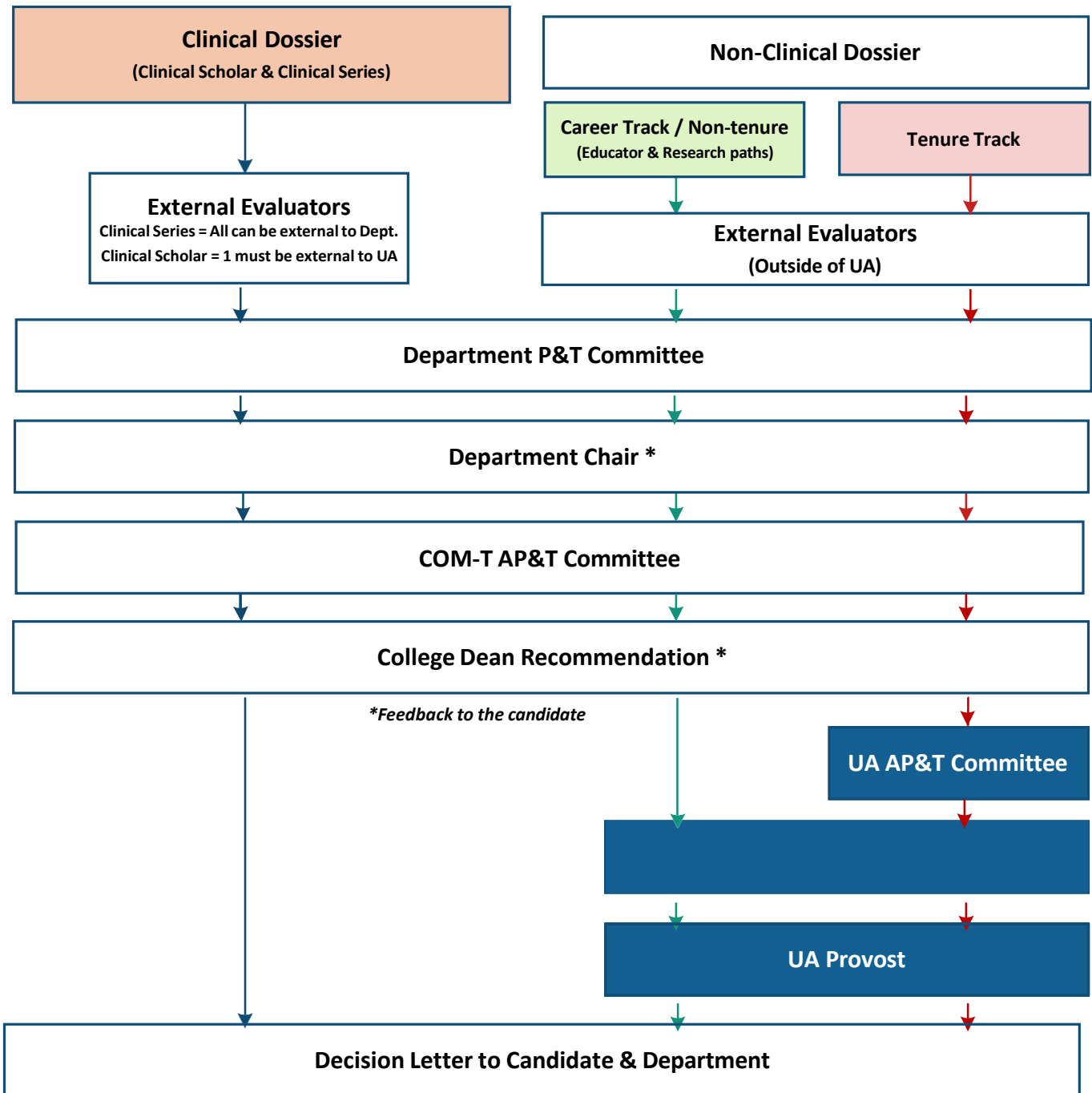
For the 2023-2024 Promotion cycle, with a **July 1, 2024** effective date, dossiers are due to the Office of Faculty Affairs by **March 1, 2024**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college.

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 - August	2023	Candidate	Prepare dossier with guidance from Department P&T Coordinator
August - September	2023	Candidate	Provide a list of potential Outside Evaluators to Department (<i>optional</i>)
September 30th	2023	Candidate	Upload completed dossier materials to Department *Departments may have earlier deadlines to meet their needs – check with the Dept. P&T Coordinator
September - October	2023	Department	Review candidate materials & correct, as needed. Send letters requesting review to Outside Evaluators.
November - January	2023 - 2024	Dept. P&T Committee	Review dossier, write review & recommendation regarding promotion
January - February	2024	Department Head	Review dossier & committee's evaluation, write recommendation for promotion
March 1st	2024	Department	Upload dossier to COM Office of Faculty Affairs
Note: See Cycle 1 Schedule for dossiers submitted by October 2, 2023.			
April	2024	College P&T Committee	Review dossier, add promotion recommendation to dossier
May	2023	Faculty Affairs Dean	Review dossier, make final decision
June	2023	COM-T Faculty Affairs	Send decision letters to candidates

Promotion Process

College of Medicine - Tucson

Candidate Constructs Dossier with Department



College of Medicine

Tucson