

Annual Promotion Review Schedule Tenure Track Faculty

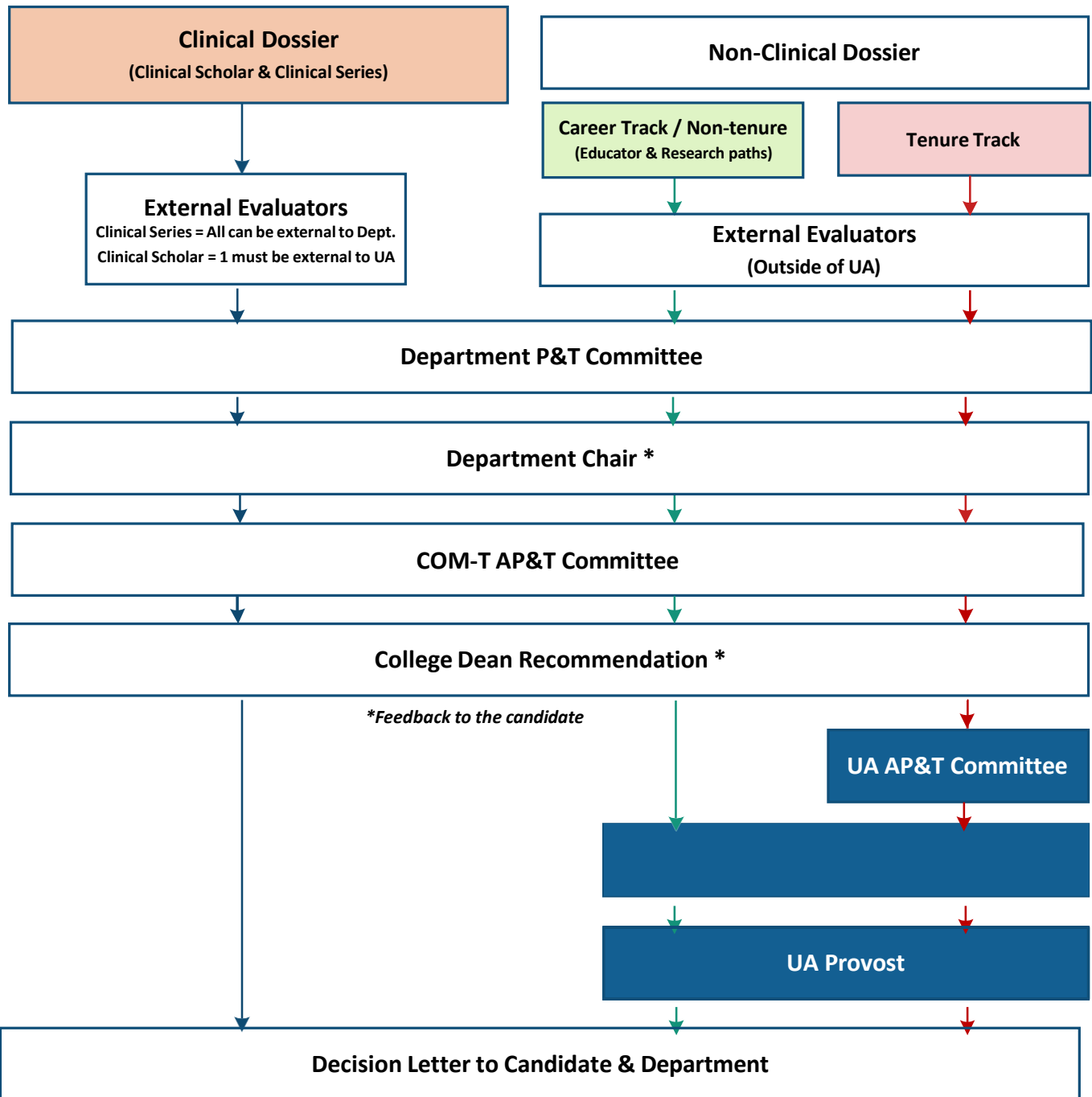
For the 2023-2024 Promotion cycle, with a **July 1, 2024** effective date, dossiers are due to the Office of Faculty Affairs by **September 29, 2023**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college and from the college to the university.

Date	Year	Responsible Party	Tasks / Action
February	2023	COM-T Faculty Affairs	Notify faculty & department heads of mandatory reviews
March	2023	Department Head	Discuss promotion/track change with 5 th year Assistant or Associate TE faculty.
March - April	2023	Candidate	Attend Promotion & Tenure (P&T) Workshops – contact Department P&T Coordinator for schedule and links
April - June	2023	Candidate	Prepare dossier with guidance from Department P&T Coordinator
May - June	2023	Candidate	Provide a list of potential Outside Evaluators to Department (<i>optional</i>)
June 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
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 and/or tenure
September	2023	Department Head	Review dossier & committee's evaluation, write recommendation for promotion and/or tenure
September 29th	2023	Department	Upload dossier to COM Office of Faculty Affairs
October - November	2023	College P&T Committee	Review dossier, add recommendation for P&T to dossier
December	2023	Faculty Affairs Dean	Review dossier, add recommendation for P&T to dossier
January 19th	2024	COM-T Faculty Affairs	Upload all dossiers to the Office of the Provost
January - April	2024	University P&T Committee	Review dossiers, make recommendations to the Provost
April 26	2024	Provost	Send decision letters to candidates
June 30th	2024	Department	Final date Mid-cycle reviews are due without being considered late. (Mid-cycle reviews do not need external letters of evaluation)

Promotion Process

College of Medicine - Tucson

Candidate Constructs Dossier with Department



College of Medicine

Tucson

Updated 4/1/2020