



Annual Promotion Review Schedule Clinical Tracks (Clinical Series & Clinical Scholar) & Non-tenure Eligible (NTE) Faculty

2024/2025 Promotion Cycle #1

For an effective date of **January 1, 2025**, promotion dossiers are due to the Office of Academic & Faculty Affairs (OFA) no later than **September 1, 2024**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college.

Online Clinical Dossier: clinicaldossier.phoenixmed.arizona.edu

Traditional Dossier: <https://facultyaffairs.arizona.edu/promotion-dossier-templates> (use the Career Track dossier)

Date	Year	Responsible Party	Task/Action
December	2023	OFA	Notify faculty & department chairs of 24/25 review cycle deadlines
December to January	2023-24	Candidate	Communicate intention to apply for promotion during 24/25 cycle
February to April	2024	Department chair	Discuss promotion with faculty during annual reviews
Ongoing	2024	Candidate	Attend promotion workshop Contact faculty coordinator when ready to start
January to March	2024	Candidate	Prepare dossier with guidance from faculty coordinator
March 1	2024	Candidate	Submit dossier to coordinator*
March to April	2024	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
May to June	2024	Department AP&T Committee	Review complete dossier, write committee recommendation letter
July to August	2024	Department chair	Review dossier, write chair recommendation letter
September 1	2024	Faculty coordinator	Submit dossier to OFA
October to November	2024	College AP&T Committee	Review dossier, add recommendation
December	2024	OFA	Review dossier, make final decision Send decision letters to candidates

NOTE: See Cycle 2 schedule for dossier submitted after September 1.

*Departments may have an earlier deadline. Check with your faculty coordinator.



Promotion Process

College of Medicine – Phoenix

