



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

### **2024/2025 Promotion Cycle #2**

For an effective date of **July 1, 2025**, promotion dossiers are due to the Office of Academic & Faculty Affairs (OAFa) no later than **March 1, 2025**. 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](https://clinicaldossier.phoenixmed.arizona.edu)

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

<b>Date</b>	<b>Year</b>	<b>Responsible Party</b>	<b>Task/Action</b>
December	2023	OAFa	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
May to August	2024	Candidate	Prepare dossier with guidance from faculty coordinator
<b>September 1</b>	2024	Candidate	<b>Submit dossier to coordinator*</b>
September to October	2024	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
November to December	2024	Department AP&T Committee	Review dossier, provide committee recommendation letter
January to February	2025	Department chair	Review dossier, provide chair recommendation letter
<b>March 1</b>	2025	Faculty coordinator	<b>Submit dossier to OAFa</b>
April to May	2025	College AP&T Committee	Review dossier, provide recommendation
June	2025	OAFa	Review dossier, make final decision Send decision letters to candidates

NOTE: See Cycle 1 schedule for dossier submitted after March 1.

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



# Promotion Process

College of Medicine – Phoenix

