

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

### 2025/2026 Promotion Cycle #2

For an effective date of **July 1, 2026**, promotion dossiers are due to the Office of Academic & Faculty Affairs (OAFA) no later than **March 1, 2026**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college.

Keep in mind that this timeline is based on receiving external evaluations in a timely manner. Since we are dependent on letter writers, it may take longer than three months for your dossier to be ready for department review.

Online Clinical Dossier: [clinicaldossier.phoenixmed.arizona.edu](http://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 to January	2024-25	Candidate	Communicate intention to apply for promotion during 24/25 cycle
February to April	2025	Department chair	Discuss promotion with faculty during annual reviews
Ongoing	2025	Candidate	Attend promotion workshop Contact faculty coordinator when ready to start
May to August	2025	Candidate	Prepare dossier with guidance from faculty coordinator
<b>September 1</b>	2025	Candidate	<b>Submit dossier to coordinator</b>
September to October	2025	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
November to December	2025	Department AP&T Committee	Review dossier, provide committee recommendation letter
January to February	2026	Department chair	Review dossier, provide chair recommendation letter
<b>March 1</b>	2026	Faculty coordinator	<b>Submit dossier to OAFA</b>
April to May	2026	College AP&T Committee	Review dossier, provide recommendation
June	2026	OAFA	Review dossier, make final decision Send decision letters to candidates

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



# Promotion Process

College of Medicine – Phoenix

