

Annual Promotion Review Schedule Career Track (Non-clinical) Faculty

2023/2024 Promotion Cycle

For an effective date of **July 1, 2024**, promotion dossiers are due to the Office of Faculty Affairs & Career Development (OFAD) no later than **October 23, 2023**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college.

Traditional Dossier: <https://facultyaffairs.arizona.edu/promotion-dossier-templates> (use the Promotion & Tenure dossier)

Date	Year	Responsible Party	Task/Action
December	2022	OFAD	Notify faculty & department chairs of 23/24 review cycle deadlines
December to January	2022-23	Candidate	Communicate intention to apply for promotion during 23/24 cycle
February to April	2023	Department chair	Discuss promotion with faculty during annual reviews
February to June	2023	Candidate	Prepare dossier with guidance from faculty coordinator
Ongoing	2023	Candidate	Attend promotion workshop Contact faculty coordinator when ready to start
June 15	2023	Candidate	Submit dossier to coordinator*
June to August	2023	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
August to September	2023	Department AP&T Committee	Review dossier, provide committee recommendation letter
September to October	2023	Department chair	Review dossier, provide chair recommendation letter
October 23	2023	Faculty coordinator	Submit dossier to OFAD
November	2023	College AP&T Committee	Review dossier, provide recommendation
November to December	2023	Dean's Office	Review dossier, provide recommendation
December 8	2023	OFAD	Submit dossier to the Office of the Provost
April 27	2024	OFAD & Department chair	Provost's decision letters sent to candidates

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



Promotion Process

College of Medicine – Phoenix

