



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

2024/2025 Promotion Cycle

For an effective date of **July 1, 2025**, promotion dossiers are due to the Office of Academic & Faculty Affairs (OFA) no later than **October 28, 2024**. 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 Career Track dossier)

Date	Year	Responsible Party	Task/Action
December	2023	OFAD	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
February to June	2024	Candidate	Prepare dossier with guidance from faculty coordinator
Ongoing	2024	Candidate	Attend promotion workshop Contact faculty coordinator when ready to start
June 1	2024	Candidate	Submit dossier to coordinator*
June to August	2024	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
August to September	2024	Department AP&T Committee	Review dossier, provide committee recommendation letter
September to October	2024	Department chair	Review dossier, provide chair recommendation letter
October 28	2024	Faculty coordinator	Submit dossier to OFA
November	2024	College AP&T Committee	Review dossier, provide recommendation
November to December	2024	Dean's Office	Review dossier, provide recommendation
December 9	2024	OFA	Submit dossier to the Office of the Provost
April 27	2025	OFA & 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

