



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

2025/2026 Promotion Cycle

For an effective date of **July 1, 2026**, promotion dossiers are due to the Office of Academic & Faculty Affairs (Oafa) no later than **October 27, 2025**. 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 to January	2024-25	Candidate	Communicate intention to apply for promotion during 25/26 cycle
February to April	2025	Department chair	Discuss promotion with faculty during annual reviews
February to June	2025	Candidate	Prepare dossier with guidance from faculty coordinator
Ongoing	2025	Candidate	Attend promotion workshop Contact faculty coordinator when ready to start
June 1	2025	Candidate	Submit dossier to coordinator*
June to August	2025	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
August to September	2025	Department AP&T Committee	Review dossier, provide committee recommendation letter
September to October	2025	Department chair	Review dossier, provide chair recommendation letter
October 27	2025	Faculty coordinator	Submit dossier to Oafa
November	2025	College AP&T Committee	Review dossier, provide recommendation
November to December	2025	Dean's Office	Review dossier, provide recommendation
December 12	2025	Oafa	Submit dossier to the Office of the Provost
By April 30	2026	Oafa & 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

