



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

2025/2026 Promotion Cycle #1

For an effective date of **January 1, 2026**, promotion dossiers are due to the Office of Academic & Faculty Affairs (OFA) no later than **September 1, 2025**. 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

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
January to March	2025	Candidate	Prepare dossier with guidance from faculty coordinator
March 1	2025	Candidate	Submit dossier to coordinator
March to April	2025	Faculty coordinator	Review submitted dossier & follow up with candidate as needed Request external letters
May to June	2025	Department AP&T Committee	Review complete dossier, write committee recommendation letter
July to August	2025	Department chair	Review dossier, write chair recommendation letter
September 1	2025	Faculty coordinator	Submit dossier to OFA
October to November	2025	College AP&T Committee	Review dossier, add recommendation
December	2025	OFA	Review dossier, make final decision Send decision letters to candidates

NOTE: See Cycle 2 schedule for dossiers submitted after September 1.



Promotion Process

College of Medicine – Phoenix

