

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

2023/2024 Promotion Cycle #1

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

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 | 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 |
| Ongoing | 2023 | Candidate | Attend promotion workshop Contact faculty coordinator when ready to start |
| January to March | 2023 | Candidate | Prepare dossier with guidance from faculty coordinator |
| March 1 | 2023 | Candidate | Submit dossier to coordinator* |
| March to April | 2023 | Faculty coordinator | Review submitted dossier & follow up with candidate as needed Request external letters |
| May to June | 2023 | Department AP&T Committee | Review complete dossier, write committee recommendation letter |
| July to August | 2023 | Department chair | Review dossier, write chair recommendation letter |
| September 1 | 2023 | Faculty coordinator | Submit dossier to OFAD |
| October to November | 2023 | College AP&T Committee | Review dossier, add recommendation |
| December | 2023 | OFAD | Review dossier, make final decision Send decision letters to candidates |

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

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



Promotion Process

College of Medicine – Phoenix

