

Timeline for Self-Nomination for Promotion 2024-2025

Date	Description
January 1, 2024	Request for self-nomination for promotion sent to all Assistant and Associate Professors
March 1	Due date for receipt of letter requesting self-nomination for promotion and updated CV in required format
March 2-15	Dept P&T Committee reviews candidate CV; recommends moving forward or deferring for one or more years
March 16	Candidate notified of P&T Committee decision
March 16-June 15	Candidates complete core dossier
April 1-May 10	P&T Committee creates list of potential external evaluators (with input from P&T Chair & Dept Chair) and reviews it with candidate. Candidate may provide up to 2 additional names (depends on pathway) but is not required to do so. Candidate may also request removal of no more than 2 names, providing the reason for the request. Dept Chair decides whether removal is justified.
May 1	Submit dossier to P&T Chair/P&T Coordinator for review
May 1-31	Candidate provides P&T Coordinator with peer & student teaching evaluations. Information is due by end of day May 31.
June 1-30	Requests for external evaluation are finalized and sent
June 1	Candidate finalizes core dossier for review by P&T Committee. Core dossier is due by end of day June 1.
June 2-June 16	Department P&T committee reviews core dossier for clarity, accuracy, placement of data; provides feedback to candidate
June 16 – July 15	Candidate updates core dossier based on recommendations from P&T Committee
July 15	Final edits to core dossier are due by end of day July 15
August	External evaluator letters received; incorporated into dossier
August/September	Complete promotion dossier made available to Committee of the Eligible Faculty for review
September (early October at latest)	Committee of the Eligible Faculty meets to discuss and vote on dossiers; Candidate is notified by P&T Chair of outcome
September (early October at latest)	P&T Chair writes letter summarizing comments from the Committee of the Eligible Faculty, including the vote; letter is placed in dossier
September (early October at latest)	Dept Chair writes independent letter of assessment; letter is placed in dossier
Early October	Candidate is officially notified by Dept Chair of the vote outcome and is provided 10 days to comment; Candidate completes comments form
November 1	Dossiers are due to College of Medicine
November 2024 – February 2025	COM P&T Committee meetings are held to review dossiers; Candidates are notified by the COM of the outcome; dossiers are forwarded to the Provost (OAA)
February-April	University P&T Committee meetings occur
April-May	Provost notifies COM of University decisions; submits recommendations to the Board of Trustees
May/June	Board of Trustees final approval, title effective date
August 15, 2025	COM Salary increase implemented