

Timeline for Promotion 2026-2027

Date	Description
January 1 st , 2026	Request for self-nomination for promotion sent to all Assistant and Associate Professors
March 1 st	Due date for receipt of letter requesting self-nomination for promotion and updated CV in required format
March 2 nd through 15 th	Dept P&T Committee reviews candidate CV; recommends moving forward or deferring for one or more years
March 16 th	Candidate notified of P&T Committee decision
March 16 th through June 15 th	Candidates complete core dossier
April 1 st through May 10 th	P&T Committee creates list of potential external evaluators (with input from P&T Chair & Dept Chair) and reviews it with the candidate. The 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 Important!	Important! Submit dossier to P&T Chair/P&T Coordinator for review
May 1st through 31st Important!	Candidate provides P&T Coordinator with peer & student teaching evaluations. Important! Information is due by end of day May 31st.
June 1 st through June 30 th	Requests for external evaluation are finalized and sent
June 1st Important!	Candidate finalizes core dossier for review by P&T Committee. Important! Core dossier is due by end of day June 1st.
June 2 nd through June 16 th	Department P&T committee reviews core dossier for clarity, accuracy, placement of data; provides feedback to candidate
June 16 th through July 15 th	Candidate updates core dossier based on recommendations from P&T Committee
July 15th Important!	Important! Final edits to core dossier are due by end of day July 15th
August	External evaluator letters received; incorporated into dossier
August or 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
October 1 Important!	Important! Departments with less than 75 faculty: Dossiers are due to the College of Medicine
November 1 Important!	Important! Departments with more than 75 faculty: Dossiers are due to College of Medicine
November 2026 through February 2027	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 through April	University P&T Committee meetings occur
April through May	Provost notifies COM of University decisions; submits recommendations to the Board of Trustees
May or June	Board of Trustees final approval, title effective date
August 15, 2027	COM Salary increase implemented