

DMS Promotion Timeline 2025 – 2026

Professional-Track - Cycle 1

Green = Faculty Member, Blue = Dell Med Department,
Orange = Dell Med Office of Faculty Academic Affairs (OFAA)

Month	Due	Promotion Timeline
Oct - Nov 2024	Dec 1	Faculty member prepares promotion dossier materials: <ol style="list-style-type: none"> 1. Title Series designated in collaboration with Dept Chair 2. CV in Dell Med format 3. Faculty member's portion of Summary of Reviewers 4. Candidate Impact Statement 5. Supplemental Materials, as applicable
Nov 2024 – Jan 2025		Dell Med departments review CVs using CV Review Checklist to ensure compliance with requirements. Dell Med departments review Summary of Reviewers using Summary of Reviewers and Arm's Length Checklist to ensure compliance with requirements. Work with faculty member for corrections as needed before January 31st .
January 2025	Jan 31	CV/Summary of Reviewers due to OFAA for review/approval. January 31st is a firm deadline.
Jan – Feb 2025	Feb 28	Departments work with faculty member on any corrections needed for CV/Candidate Impact Statement
March - April 2025		Internal/External letter collection
May 2025		Executive Committee Review
June 2025	June 15	Department Chairs prepare Chair Statements for dossiers. June 15th is a firm deadline.
July 2025	July 1	Complete dossier due to OFAA. July 1st is a firm deadline.
July – Sept 2025		OFAA, APT, and Dean review of dossiers
October 2025	Approx. Oct 31	Promotion candidate informed of promotion decision.
February 2026	Feb 1	Promotion effective date