

## 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"> <li>1. Title Series designated in collaboration with Dept Chair</li> <li>2. CV in Dell Med format</li> <li>3. Faculty member's portion of Summary of Reviewers</li> <li>4. Candidate Impact Statement</li> <li>5. Supplemental Materials, as applicable</li> </ol>
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 <b>January 31<sup>st</sup></b> .
January 2025	Jan 31	CV/Summary of Reviewers due to OFAA for review/approval. <b>January 31<sup>st</sup> is a firm deadline.</b>
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. <b>June 15<sup>th</sup> is a firm deadline.</b>
July 2025	July 1	Complete dossier due to OFAA. <b>July 1<sup>st</sup> is a firm deadline.</b>
July – Sept 2025		OFAA, APT, and Dean review of dossiers
December 2025	Dec 1	UT President's Committee decisions provided to Dean
December 2025	Dec 15	Promotion effective date