

DMS Promotion Timeline 2025 – 2026
Professional-Track Cycle 2 – Clinical Professor titles series only

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

Month	Due	Promotion Timeline
March – April 2025	May 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 - Summary of Reviewers 4. Candidate Impact Statement 5. Supplemental Materials, as applicable
April – May 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 May 31st .
May 2025	May 31	CV/Summary of Reviewers due to OFAA for review/approval. May 31st is a firm deadline.
June - July 2025	July 31	Departments work with faculty member on any corrections needed for CV/Candidate Impact Statement
August - September 2025		Internal/External letter collection
October 2025		Executive Committee Review
November 2025	Nov 15	Department Chairs prepare Chair Statements for dossiers. November 15th is a firm deadline.
December 2025	Dec 1	Complete dossier due to OFAA. December 1st is a firm deadline.
Dec 2025 – Feb 2026		OFAA, APT, and Dean review of dossiers
March 2026	Approx. March 27	Promotion candidate informed of promotion decision.
June 2026	June 15	Promotion effective date