

DMS Promotion Timeline 2024 – 2025

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

Month	Due	Promotion Timeline
January	January 15	DMS departments develop preliminary list of promotion candidates and submits to the OFAA
November - March	March 1	Requests for change of title series must be submitted to the OFAA no later than March 1 st . Faculty member consults with department chair or chair designee ahead of the March 1 st deadline to discuss the recommended title series based on scholarly activities.
November - April		Faculty member prepares promotion dossier materials. Departments' internal timelines for these materials may vary. Faculty members should check with their department(s). <ol style="list-style-type: none"> 1. Updated CV in Dell Med CV format 2. Candidate's portion of External Reviewer list 3. Candidate statements, as applicable (Area of Excellence, Area of Review, Additional Contributions to the Academic Enterprise) 4. Summary of Activities, as applicable
		DMS departments review CVs using CV checklist to ensure compliance with requirements. DMS departments review External Reviewer list to ensure titles/faculty appointments are correct and that external reviewers are arms-length. Work with faculty member for corrections as needed before April 1.
April	April 1	DMS departments submit updated list of promotion candidates to the OFAA. Provide information on candidates that have been removed from list and reasons for withdrawing.
	April 1	DMS departments submit CVs and External Reviewer lists to the OFAA for approval by Associate Dean for Faculty Academic Affairs
April/May		DMS departments send out solicitations to external reviewers*
June	June 1	DMS departments notify the OFAA of any changes to list of promotion candidates. Provide information on candidates that have been removed from list.
July	July 1	Final list of promotion candidates due to UT Provost Office
	July 1	External reviewer letters due back to DMS departments
July/August		Dossiers reviewed by DMS departments and departmental Executive Committees
July/August		Departmental Executive Committees prepare Executive Committee Statements
August		Department Chairs prepare Chair Letters for dossiers
September	Sept 1	DMS departments submit all dossiers to the OFAA
		The OFAA reviews each dossier to ensure that the materials are complete and adhere to the DMS Guidelines for Promotion. If any corrections are needed, the department will be notified and given the opportunity to make corrections.

September/October		DMS APT Committee reviews dossiers, meets to discuss and vote on dossiers.
October	October	Dean prepares Dean Statements
	Oct 25	Dean Statements due to the OFAA
November	Nov 4	Complete dossiers with Dean Statements due to the UT Provost Office
February 2025		UT President's Committee decisions provided to Dean.
*faculty member is now officially considered a candidate for promotion		