

Dell Medical School - Promotion Timeline 2025 – 2026
Tenured and Tenure-Track Faculty

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

Month	Due	Promotion Timeline
October - February		Dell Med departments develop preliminary list of promotion candidates and submit to Dell Med Office of Faculty Academic Affairs
	March 1	Faculty member submits promotion dossier materials to their department: <ol style="list-style-type: none"> 1. Updated CV in Dell Med CV format 2. Candidate's portion of Summary of Reviewers 3. Candidate Statements, as applicable (Area of Excellence, Areas of Review) 4. Summary of Activities, as applicable
March - April		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. Work with faculty member for corrections as needed before April 1 .
April	April 1	Dell Med departments submit updated list of promotion candidates to Dell Med Office of Faculty Academic Affairs. Provide information on candidates that have been removed from list.
	April 1	Dell Med departments submit CVs and Summary of Reviewer documents to Dell Med Office of Faculty Academic Affairs for approval by Associate Dean for Faculty Academic Affairs. April 1st is a firm deadline.
April/May		Dell Med departments send out solicitations to external reviewers.
June	June 1	Dell Med departments notify Dell Med Office of Faculty Academic Affairs 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's office.
	July 1	External reviewer letters due back to Dell Med departments.
July/August		Dossiers reviewed by Dell Med departments and departmental Executive Committees.
		Departmental Executive Committees statements with committee members' signatures due to the departments.
August	Aug 15	Department Chairs prepare Chair Statements for dossiers. August 15th is a firm deadline.
Sept 2025	Sept 1	Dell Med departments submit all dossiers to Dell Med Office of Faculty Academic Affairs. September 1st is a firm deadline.
		Dell Med Office of Faculty Academic Affairs reviews each dossier to ensure that the materials are complete and adhere to the 2025-26 Tenured and Tenure-Track Guidelines for Promotion. If any corrections are needed, the department will be notified and given the opportunity to make corrections.
Sept/Oct		Dell Med APT Committee reviews dossiers, meets to discuss and vote on dossiers.
October		Dean prepares Dean's Statements
	Oct 25	Dean's Statements due to Dell Med Office of Faculty Academic Affairs
November	Nov 1	Complete dossiers with Dean's Statements due to the UT Provost's office
February 2026		UT President's Committee decisions provided to Dean.