

DMS Promotion Timeline 2026 – 2027

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 2025	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 2025 – Jan 2026		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 2026	Jan 31	CV/Summary of Reviewers due to OFAA for review/approval. January 31st is a firm deadline.
Jan – Feb 2026	Feb 28	Departments work with faculty member on any corrections needed for CV/Candidate Impact Statement
March - April 2026		Internal/External letter collection
May 2026		Executive Committee Review
June 2026	June 15	Department Chairs prepare Chair Statements for dossiers. June 15th is a firm deadline.
July 2026	July 1	Complete dossier due to OFAA. July 1st is a firm deadline.
July – Sept 2026		OFAA, APT, and Dean review of dossiers
October 2026	Approx. Oct 31	Promotion candidate informed of promotion decision.
February 2027	Feb 1	Promotion effective date