

DMS Promotion Timeline 2024 – 2025

Green = Faculty Member, Blue = DMS Department, Orange = DMS Faculty Academic Affairs

Month	Due	Promotion Timeline
November - February		DMS departments develop preliminary list of promotion candidates and submits to DMS Faculty Academic Affairs
November - March	March 1	For Professional-Track faculty: Faculty member consults with department chair or chair designee to discuss the recommended title series based on scholarly activities so that title series may be officially designated and communicated to DMS Faculty Academic Affairs by March 1.
	March 1	Faculty member prepares promotion dossier materials: <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
March - April		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 DMS Faculty Academic Affairs. Provide information on candidates that have been removed from list.
	April 1	DMS departments submit CVs and External Reviewer lists to DMS Faculty Academic Affairs 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 DMS 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 Office
	July 1	External reviewer letters/surveys due back to DMS departments
July/August		Dossiers reviewed by DMS departments and department Executive Committees
		Department Executive Committees statements with committee members' signatures due to the departments
August		Department Chairs prepare Chair Letters for dossiers
September	Sept 1	DMS departments submit all dossiers to DMS Faculty Affairs
		DMS Faculty Academic Affairs reviews each dossier to ensure that the materials are complete and adhere to the DMS Promotion and Tenure Guidelines. If any corrections are needed, the department will be notified and given the opportunity to make corrections.

Revised May 2024

February 2025		UT President's Committee decisions on tenured and tenure-track dossiers provided to Dean.
July 2025		UT President's Committee decisions on professional-track dossiers provided to Dean.