



DEPARTMENT OF MEDICINE FACULTY PROMOTION AT-A-GLANCE TIMELINE FOR 2024/25

All submission deadlines are in **bold**. Contact Emily Kowalczyk (dom-ofad@umn.edu) with questions.

Step 1. Department of Medicine Process Initiation and Committee Review	
OFAD emails instructions for promotion nominations to Division Directors and Affiliated Hospital Chiefs. They may contact Brian Sick (drbsick@umn.edu), P&T Committee Chair, for questions on faculty's academic progress and readiness for promotion.	January 18, 2024
Candidate information is completed via the " Notice of Intent "	February 28, 2024
Preliminary dossier is due to DOM OFAD (Instructions: Academic or Tenure Prelim Submission or Clinician Track Prelim Submission)	March 29, 2024
Department P&T Committee votes on promotion candidacy. OFAD sends vote results and instructions on how to proceed to faculty via email (from dom-ofad@umn.edu).	Late April
Division director prepares external and internal reviewer solicitation letters: <i>Must use template letters provided within the dossier templates. Must submit solicitation letters and attachments to OFAD for review <u>BEFORE</u> sending.</i>	May 15, 2024
Step 2. DOM OFAD Review	
Final dossier submission due to DOM OFAD (Instructions: Academic or Tenure Track Final Submission or Clinician Track Final Submission)	July 10, 2024
DOM Voting opens - dossiers and ballots available for viewing and faculty vote.	August 12, 2024
DOM Voting closes - candidate apprised of voting results. OFAD completes the following components: Department Criteria Statement, Department Recommendations, Record of Vote. OFAD sends complete dossier to candidate for their review and signature on the Candidate Statement of Assurance.	August 28, 2024
Signed Candidate Statement of Assurance due to DOM OFAD.	September 10, 2024
Step 3. Medical School and Provost/Regents Review	
Deadline for submission of completed dossiers to Medical School.	September 15 (date is fixed by Medical School)
Dossiers reviewed by Medical School Promotion and Tenure Committee and additional supporting material obtained if necessary	October 2024– March 2025
Recommended promotions from the Medical School are forwarded to Provost's Office (for tenure-track only appointments)	January 31, 2025 (date is fixed by AHC)
Board of Regents recommendation for promotion of faculty members to be effective July 1, 2025	April-May 2025