



Senior Promotion Timeline

Note: *The Temerty Faculty of Medicine has certain deadlines that occur earlier than the corresponding University dates. It is expected that candidates will adhere to Faculty deadlines.*

| Steps | Suggested Timing (Hard DEADLINES are indicated) | Description |
|-------|--|---|
| 1 | By May 15, 2025 | The membership of the Departmental Promotion Committee (DPC) is established and the members are made known to the Dean's Office (via the Human Resources Office). <ul style="list-style-type: none"> The Chair of the Department may be the chair of the DPC. The Departments of Occupational Science and Occupational Therapy, Physical Therapy and Speech Language Pathology establish a combined Department and Sector Promotions Committee. |
| 2 | By June 1, 2025 | The Department Chair assembles a list of Assistant and Associate Professors for preliminary consideration by the DPC. The length of time to promotion is not specified, but normally Decanal Promotion Committees view at least five years at a given rank to be sufficient to assess performance at that rank. |
| 3 | By June 30, 2025 | The DPC reviews the CVs of all candidates to identify those for preliminary consideration. For faculty for whom teaching/education is important, the CV alone may not be sufficient so the CV may be augmented by at least a draft of the teaching/education portion of the promotion dossier. |
| 4 | By August 31, 2025 | DPC completes their review of the dossiers. Candidates are informed as to whether the DPC supports promotion. |
| 5 | By September 15, 2025 | The candidate uploads the revised dossier using the on-line academic promotion system and submits referee names to the DPC. |
| 6 | By September 30, 2025 | DPC solicits reference letters. |
| 7 | October 15, 2025 (U of T Deadline) | Final deadline for Associate Professors to request consideration for promotion in writing to the Chair. An updated CV must be attached. NOTE: This is the University's deadline but is past the deadlines set by Temerty Faculty of Medicine. Candidates in the Temerty Faculty of Medicine are strongly urged to adhere to Faculty timetables for promotion submissions. Nonetheless, faculty who request detailed consideration for promotion by October 15 will receive full consideration for promotion by the DPC. |

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|-------|--|---|
| 8 | October 31, 2025 (HARD DEADLINE) | Deadline for the Chair to request Waiver of External Review |
| 9 | November and December 2025 (note holiday closure from December 24, 2025 to January 2, 2026) | <ul style="list-style-type: none"> • The DPC meets to review the final Promotion Dossier, including letters of reference, and makes final recommendations on each candidate to the Chair. • Successful candidates are informed by letter that their promotion dossier will be submitted to the Decanal Promotion Committee (DecPC.) • If the Chair does not accept a recommendation for promotion from the DPC, the candidate is informed with a statement describing the departmental decision and a summary of the evidence considered. • Candidates not recommended for promotion at the departmental level may apply to the DecPC for consideration. The Chair of the Department should forward the Promotion Dossier with a statement describing the Department's decision and a summary of the evidence considered. • All Promotion Committees are advisory to the Dean, who has final approval. |
| 10 | By January 12, 2026 (HARD DEADLINE) | Submission of materials to the Decanal Promotion Committee (DecPC) |
| 11 | February 10-13, 2026 and March 31-April 1, 2026 | <p>DecPC review meetings</p> <p>DecPC deferral meetings. *Deferral meeting dates should be blocked in Chair's calendar.</p> |
| 12 | mid-April 2026 | The Dean submits promoted faculty list to the Provost. |
| 13 | July 1, 2026 | Effective date of promotion. |