

UTDRO 2025–2026 Senior Promotions Timetable

Date	Activity	Responsibility
April 15, 2025	Open call for expressions of interest in promotion. Required documents: cover letter, CV, and Expression of Interest form.	UTDRO
May 9, 2025	Deadline for candidates to submit expressions of interest in promotion.	Candidate
June 16, 2025	DPC Meeting #1 – Preliminary review of promotional candidates.	DPC
June 20, 2025	Candidates are notified of the DPC's preliminary decision. Recommended candidates are asked to submit the initial draft of their dossier (based on the intended promotion basis) and a summary of their five most significant publications.	UTDRO
July 14, 2025	Deadline to submit initial dossier and summary of the five most significant publications.	Candidate
Early August 2025	DPC Meeting #2 – The DPC reviews the draft dossiers. Candidates are notified of the DPC's support for proceeding to the next stage.	UTDRO
Early September 2025	Candidates submit: <ul style="list-style-type: none"> • Teaching and Education Report (including TES and Teaching Summary Table 7) • Student Letter List • External Referee List 	Candidate
Early September 2025	Candidates are asked to begin preparing the remaining components of the dossier, including: <ul style="list-style-type: none"> • Administrative Statement • Research Statement (if applicable) • EDI Statement • Data Summary Sheets 	UTDRO
End of September 2025	Initial batch of external referee lists finalized by DPC in order for UTDRO to send the solicitation emails.	DPC
Late September to early October 2025	Teaching Effectiveness Committee (TEC) Meeting – to review candidates' competence in teaching.	TEC
Early October 2025	Submission of the revised dossier, in sufficiently finalized form to be shared with external referees for evaluation.	Candidate
November 2025	DPC Meeting #3 – Final review of the full promotion dossiers, including external letters. Final recommendations made to the Chair.	DPC
End of November 2025	All final required documents are submitted.	Candidate
January 2026	Submission of final promotion dossiers to the Decanal Promotions Committee (DecPC).	UTDRO
February/March 2026	DecPC reviews dossiers and provides recommendations to the Dean.	DecPC
April/May 2026	Dean submits final promotion recommendations for Provostial review.	Dean
July 1, 2026	Approved promotions take effect.	Dean

Note: The schedule and deadlines may be adjusted based on progress and once the Temerty Faculty of Medicine's deadlines are confirmed.