

**2025-26 Academic Review Year - P&T Department Checklist**

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| **Month** | **Task** | **Deliverable** **Due Date** | **Complete** |
| **February** | Evaluates academic review status report. |  |[ ]
| **March** | Assigns P&T mentor for each candidate. \*RECOMMENDED\* |  |[ ]
| **March-April** | Department reviews CV and personal statement for each candidate and prepares feedback.  |  |[ ]
|  | Department chair reviews list of referees. |  |[ ]
| **April** | Finalizes who is going up in the 25-26 P&T Class. |  |[ ]
| **April-May** | Provides candidates with feedback on CV, personal statement, and list of referees. |  |[ ]
|  | Conducts annual faculty reviews. |  |[ ]
|  | Submits final list of candidates to Faculty Affairs. | 4/29/2025 |  |
| **May** | Department chair/division chief meets to discuss options with candidates at the end of eligibility who will not be recommended. |  |[ ]
|  | Submits candidates' CV, personal statement and list of referees in the Advancement App. | 5/13/2025 |  |
|  | Sends referee request emails to all referees through the Advancement App. | 5/15/2025 |  |
| **June-July** | Follows up with department chair and/or candidates when additional external independent referee names are needed. |  |[ ]
|  | Submits new referee names in the Advancement App as requested. |  |[ ]
| **July** | Sends list of department P&T committee members to Faculty Affairs for systems access. |  |[ ]
| **July -September** | Reviews candidate portfolios, votes and completes recommendations on improving portfolio. |  |[ ]
|  | Provides portfolio improvement recommendations to candidates. |  |[ ]
|  | Submits final candidate recommendations to the chair for review and final recommendation.  |  |[ ]
|  | Chair writes nomination letters and declares that the candidates adhere to ASPIRE Values. |  |[ ]
|  | Notifies candidates of non-recommendations. |  |[ ]
| **October** | Submits final candidate portfolio, updated CV if applicable, department P&T recommendation form, and chair recommendation to Office of Faculty Affairs; notifies candidate of completed submission.“Final Dossiers” due 9/11/2025. | 9/11/2025 |[ ]
| **October-January** | Provides missing information or clarification to SOM P&T committee when requested.Submits any updated documents to Office of Faculty Affairs. |  | [ ]  |
| **December** | Department chair receives notification of negative recommendation by **December 10, 2025** and reaches out to Office of Faculty Affairs for clarification. |  |[ ]
| **February** | Department chair receives copy of non-recommendation letters sent to each candidate not recommended to the provost. |  |[ ]
| **March-May** | Department responds to any queries from Dean, Senior Associate Dean, Coordinator of Academic Achievement and/or Provost P&T Committee during portfolio review. Chairs are invited as needed. |  |  |
| **June** | Receives list of positive provost recommendations. (BOV approved advancements are effective 07/01/26.) | June 2026 |  |