## **FY25 Promotions Timeline**

To Associate Professor/Professor

November 30, 2023	January 31, 2024	February 28, 2024	May 31, 2024	October 31, 2024
Identify faculty for promotion	Email steps/process to identified faculty	Interfolio Actions	Final Faculty Submission	Final Submission to SOM
<ul> <li>Academic Affairs Mgr emails Ortho faculty (SOM, CHCO, VA and DHHA)</li> <li>Response with intent to promote due by January 31<sup>st</sup>.</li> </ul>	<ul> <li>Academic Affairs sends email with pertinent information regarding promotion steps and guidelines.</li> <li>Information for references due to Academic Affairs by February 28<sup>th</sup>.</li> </ul>	<ul> <li>Academic Affairs Mgr creates case in Interfolio for each faculty member and sends case to faculty member</li> <li>Academic Affairs sends requests for reference letters via email</li> </ul>	<ul> <li>Academic Affairs reviews that completed dossier and reference letters are in each Interfolio case</li> <li>Department Promotions Committee starts review of all cases</li> <li>Promotion Committee and Chair letter(s) are requested</li> </ul>	<ul> <li>Upon receipt of Committee and Chair letters, Academic Affairs Mgr sends approved dossiers/cases to School of Medicine for final review and approval of promotion.</li> <li>*SOM approval of all promotions typically received no later than June</li> </ul>

University of Colorado Anschutz Medical Campus