AY24 Promotions Timeline

To Associate Professor/Professor

November 30, 2022

January 31, 2023

February 28, 2023

May 31, 2023

October 31, 2023

Identify faculty for promotion

- Academic Affairs Mgr emails Ortho faculty (SOM, CHCO, VA and DHHA)
- Response with intent to promote due by January 31st.

Email steps/process to identified faculty

- Academic Affairs sends email with pertinent information regarding promotion steps and guidelines.
- Information for references due to Academic Affairs by February 28th.

Interfolio Actions

- Academic Affairs Mgr creates case in Interfolio for each faculty member and sends case to faculty member
- Academic Affairs sends requests for reference letters via email

Final Faculty Submission

- Academic Affairs
 reviews that completed
 dossier and reference
 letters are in each
 Interfolio case
- Department Promotions Committee starts review of all cases
- Promotion Committee and Chair letter(s) are requested

Final Submission to SOM

• 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.

*SOM approval of all promotions typically received no later than June

University of Colorado Anschutz Medical Campus