

**HEERSINK SCHOOL OF MEDICINE/DENTISTRY 2025–2026 PROJECTED CALENDAR FOR SUBMISSION OF
PROMOTION AND TENURE AWARD PROPOSALS**

OCTOBER 2025 – The Dean’s Office will distribute written notification and projected calendar to Department Chairs/Administrators, and Faculty Council members regarding the AY25-26 promotion/tenure award cycle.

DECEMBER/JANUARY/FEBRUARY – Departments/Divisions prepare promotion and/or tenure award proposals as outlined in the Heersink School of Medicine instructions. These proposals require review and approval or denial by the Department Appointment, Promotion and Tenure committee prior to submission for review and consideration by the Heersink School of Medicine Faculty Council.

FEBRUARY 27, 2026 – **Deadline for submitting initial promotion/tenure award proposals from Departments to SOM**
Faculty must consult their individual Departments to determine Departmental and Divisional deadlines for promotion/tenure award proposals. As packets are approved by Department Appointment, Promotion and Tenure committees, PDF files must be bookmarked (per instructions) and uploaded to the [SOM Faculty Promotion and Tenure Management website](#). The deadline for the initial upload is **Friday, February 27, 2026; however, we encourage Departments to submit completed packets as early as possible.** The Dean’s Office HR Team will review packets and notify departments about necessary revisions.

MARCH 20, 2026 – **Deadline for submitting final promotion/tenure award proposals**
All revisions must be made, and the final PDF file uploaded to the [SOM Faculty Promotion and Tenure Management website](#) by Friday, March 20, 2026.

APRIL – The SOM Faculty Council reviews the promotion and tenure packets that have been uploaded into the SOM Faculty Promotion and Tenure Management website.

MAY 4 and 5, 2026 – Faculty Council will meet Monday, May 4 and Tuesday, May 5, 2026, to review the promotion and tenure award proposals as submitted by the Departments.

MAY (Third week) – Written notification will be sent to Department Chairs regarding the Faculty Council’s recommendations for denial of promotion and/or tenure award. The Faculty Council Chair will also discuss recommendations for denial of promotion and/or tenure award with the Department Chair.

MAY (Last week) – Requests for reconsideration for denied promotion and/or awards of tenure are due to the SOM

JUNE 2, 2026 – Meeting(s) of the Faculty Council to hear requests for reconsideration for denied promotion and/or awards of tenure

JUNE (Third week) – Faculty Council will make recommendations to the Dean for approval/denial of promotion and/or awards of tenure

JULY 1, 2026 – Dean submits recommendations for approval of promotions and/or awards of tenure to the Provost

JULY - The Provost reviews promotion and tenure packets and submits recommendations for approval/denial of Schools of Medicine/Dentistry faculty promotion and/or tenure award proposals to the President.

AUGUST (end of the month)

- A) The Provost and/or President’s Office provides notification to the Dean(s) regarding approval of Schools of Medicine/Dentistry faculty promotion and/or tenure award proposals. Approved proposals are then forwarded to Personnel Records. Proposals denied at this level are returned to the School of Medicine Dean’s Office for appropriate action and/or follow-up, as necessary.
- B) President/Provost and/or Dean(s) will notify department chairs and faculty regarding approval of promotion and/or tenure award proposals.
- C) Department Chairs confirm with the faculty member approval of promotion and/or tenure award or inform the faculty member of promotion and/or tenure award denial

SEPTEMBER – Department Administrators submit Faculty Data Form and ACT document for each faculty member reflecting the appropriate change in rank as approved and any associated salary increase. Promotions are effective October 1, 2026.