

Timeline for Promotion Review, Virginia Tech Carilion SOM			
For 2025 - 2026 Promotion Cycle			
Date:	Action	Time	Outcome
Prior to Beginning the Process	Obtain the two required peer reviews of teaching (all tracks/ranks)	Frame	Faculty candidate schedules two separate reviews of teaching, a minimum of three months apart. The reports from the two observations MUST be included in the promotion dossier. Observations do not expire.
February 3, 2025 - May 30, 2025	During this time frame the faculty candidate who intends to seek promotion must first consult with the Chair. At this meeting, the candidate should present the updated CV and any other materials related to promotion readiness. The candidate should also suggest names of individuals who could potentially write letters of support. The Chair will advise the faculty candidate at this point if, in his/her opinion, the candidate is ready to pursue promotion.	4 months	Faculty candidate speaks with Chair and secures his/her agreement to proceed. If agreement is reached, candidate prepares the promotion dossier and submits it to the departmental promotion committee no later than May 30, 2025.
June 2, 2025 - August 29, 2025	The department Chair sends the dossier to the department Appointment, Promotion, Retention and Tenure (APRT) committee. Observing university and medical school guidelines, the committee and department Chair select persons to approach for soliciting letters of support. The APRT committee sends the candidate's dossier and other materials explaining the VTCOSM promotion process, criteria and timeline to each person who is selected to furnish a letter of support. Once the required number of letters of support are received, the APRT committee reviews all promotion material, discusses the merits of the portfolio and supporting letters, and reaches a recommendation regarding promotion. The committee chair then writes a summary letter to the department Chair.	3 months	The APRT Committee completes its review of the promotion dossier, including letters of support, and writes a summary and recommendation letter addressed to the department chair, including the actual vote tally of the committee and reasons for any negative votes. The summary letter is signed by all committee members, and is sent to the department Chair no later than August 29, 2025.
September 2, 2025 - October 31, 2025	The Chair of the Department reviews all materials and reaches his/her own independent assessment of the promotion. At this point, the judgments of the Department APRT committee and the Chair should be conveyed to the candidate. If both are negative, the candidate may choose to stop the process. If the judgments are positive or mixed, the candidate may choose to proceed to the next level of review. Regardless of the judgments of the Department APRT committee and the Chair, the candidate is permitted to request that his/her CV and portfolio, letters of support, letters from the APRT committee and letter from the Chair be forwarded to the VTCOSM Appointment, Promotion and Tenure (APT) committee. Forwarding of material to the APT committee must occur by October 31st.	2 months	The department Chair completes final review of each completed dossier and writes a letter of recommendation addressed to the VTCOSM APT Committee. This letter, along with the dossier, must be received by the VTCOSM Office of Faculty Affairs no later than October 31, 2025.
October 31, 2025	FIRM DEADLINE: All promotion materials due in the VTCOSM Office of Faculty Affairs; earlier in October is strongly preferred		All promotion dossiers must be received in Faculty Affairs no later than October 31, 2025. Dossiers will not be accepted after this date.
November 3, 2025 - January 30, 2026	The VTCOSM APT committee reviews all submitted dossiers and the summary letters from the department APRT committee and the department Chair. If the APT committee does not support promotion, the candidate may choose to stop the process. Regardless of a positive or negative judgment the candidate may choose to proceed to the next level of review (i.e., the Dean).	3 months	All promotion dossiers are reviewed by the APT Committee no later than January 30, 2026. The Committee Chair compiles a summary letter addressed to the Dean concerning each dossier.
February 2-27, 2026	All materials are presented to the Dean, who will then make a judgment, taking into consideration the decisions and comments of the Department APRT committee, the Chair of the Department, and the VTCOSM APT committee. The recommendation of the Dean is then conveyed to the Office of the Provost. All recommendations for promotion will ultimately be forwarded to the Virginia Tech Board of Visitors for ratification.	1 month	The Dean completes a review of each submitted dossier and prepares a summary letter addressed to the VT Provost, no later than February 27, 2026.
March 2, 2026	FIRM DEADLINE: Dean sends recommendations to the VT Provost		All dossiers, including all summary letters, are received in the Provost's office no later than March 2, 2026.
April 2026	APPROXIMATE DATE for notification by Office of Provost as to whether dossiers will be sent to BOVs		Candidates receive informal notification (typically via email) from the Provost's office by end of April, 2026.
No later than June 30, 2026	Board of Visitors review/approval; promotion becomes effective as of July 1, 2024		Candidates receive formal notification (typically via email, with copy to the department Chair, Dean and Faculty Affairs) from the Provost's office by end of June, 2026.