



**Department of Medicine**  
*Promotion and Tenure Timeline*  
 AY 2025

Action Item	Action Date
Division Heads / Institute Directors to consider faculty eligibility for promotion or tenure Preliminary document preparation	January - May
DoM P&T Primer (Open to all interested faculty/division heads/managers)	March 13
<b><u>CANDIDATE DEADLINE</u></b> 1. OHSU formatted Curriculum Vitae 2. OHSU formatted Educator’s Portfolio <b><u>DIVISION HEAD / INSTITUTE DIRECTOR DEADLINE</u></b> 3. Division Head / Institute Director Candidate Promotion Request Form	May 31
Feedback from P&T Chair / DOM Chair on provisional readiness for promotion or tenure	Late June
Required DoM P&T workshop for candidates	July 10
<b><u>CANDIDATE DEADLINE – final documents</u></b> ( <i>PDF version, entitled with appropriate nomenclature</i> ) 1. OHSU-formatted CV (Updated) 2. OHSU-formatted Educator’s Portfolio (Updated) & teaching evaluation “source documents” 3. Candidate Personal Statement 4. Time & Effort (“T&E”) and current position description 5. Referee form (list of internal & external letter writers) 6. Copy of most recent <u>FOUR</u> Annual Reviews (provided by Division Head/Institute Director)	August 16
DOM P&T Committee meeting	November 4
Feedback from DOM P&T Chair to Division Heads / Institute Directors and to candidates	mid-November
<b><u>CANDIDATE DEADLINE</u></b> Submission of requested revisions - <b>final documents</b> ( <i>PDF version, entitled with appropriate nomenclature</i> )	December 2