



**DEPARTMENT OF RADIOLOGY
2024-2025 PROMOTION CYCLE GUIDELINES**

About Promotion and Tenure

The promotion and tenure review process occurs on an annual cycle, with awards of promotion and tenure taking effect on September 1 of the year *following* the application submission. Faculty are evaluated for promotion or tenure based on the criteria established by their career track.

The following guidelines are specific to the Department of Radiology. For promotions effective Sept. 1, 2025, Radiology faculty should adhere to following internal deadlines:

- **April 24, 2024.** Meet with your section Chief or the Department Chair *before* April 24 to discuss your intent to apply for promotion. A copy of your most recent CV in the [Required NU Format](#) should be prepared ahead of your meeting. You also have the option of generating your CV from the Feinberg Faculty Portal if it is current in the system.
- **May 1, 2024.** Confirm your intent to apply for promotion by emailing a recent copy of your CV and [Referee List](#) to roksana.armatys@nm.org. If possible, please also include your personal statement by this date. The personal statement and referee list must be prepared manually. As a reminder, promotion/tenure candidates **never** solicit their own reference letters, but they suggest referee names who will be contacted by the department chair or dean's offices to provide an evaluation.
 - These items will be reviewed by the Radiology APT Committee before mid-May. Faculty members will be contacted by the Radiology APT Chair if there are any questions or concerns regarding a promotion application.
- **June 1, 2024.** Submit your completed Promotion Dossier, including any updates to your CV or Personal Narrative, via email to roksana.armatys@nm.org.

A complete dossier includes the following forms: **CV, Personal Narrative, Referee List, Record of Teaching form, Critical References List form, and *Letter From Program Leader form**. All submitted documents should be saved using the following format: LastName Form Name, e.g, Rodriguez Referee List. Please submit all of the documents in Microsoft Word format.

**The Letter from Program Leader is required for only (1) Team Scientists in the research domain and (2) faculty on the Research Track.*

Please confirm your career track domains prior to submitting your final application materials. Documents can be submitted as soon as they are ready – you do not have to wait until June 1st!

Faculty members who are unable to meet the June 1st deadline will be asked to defer their promotion until the next promotion cycle.

Please see FSM's guide on how to [prepare your packet](#) for further details on this process, required documents, and tips and templates for supplemental forms that can accompany your dossier (if applicable). The [APT guide](#), which is updated regularly and intended to provide transparency and assist faculty members in planning for and successfully achieving promotion and/or tenure, is also a great source and should be reviewed in detail.