

DEPARTMENT OF RADIOLOGY 2026-2027 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, 2027, the Radiology faculty should adhere to following internal deadlines:

- **April 24, 2026.** 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, 2026.** Confirm your intent to apply for promotion by emailing a recent copy of your CV and [Referee List](#) to roksana.armatys@nm.org. 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 by the end of May. Faculty members will be contacted by the Radiology APT Chair by early June with feedback if they are recommended to proceed with their promotions application or defer for the coming year.
- **June 8, 2026.** 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 \(choose between Personal Narrative - Clinician Educator, Personal Narrative - HSC, Personal Narrative - Research Faculty\)](#), [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 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 8th!

Faculty members who are unable to meet the June 8 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. [The Annual Promotion and Tenure Information Programs](#) are also helpful to review. For Clinician Educators, there is a new FAME guide and module with tips for promotions: [Promotion Resources](#).