

University of Missouri – St. Louis

Timeline for Promotion of Non-Tenure Track Faculty

2022-2023

Non-Tenure Track faculty members are eligible to apply for promotion in the spring of their 5th year in rank. Those who are interested in applying are urged to begin the process as soon as possible by finding and discussing promotion with a mentor. Major events related to promotion review procedures are included in this timeline below. Because the Response Option available to all candidates affects the due dates, unit heads are advised to consult promotion guidelines for additional details about procedures and, if necessary, stipulate an individualized schedule that allows adequate time for Candidates' Response Options, should the stated timeline prove inappropriate. At any time, those responsible for meeting the timeline may submit materials before the given date.

Candidates are encouraged to attend NTT promotion workshops and informational meetings offered by Academic Affairs.

No Later Than	Activity
Mid-June	Candidate submits to the Unit Chair a request in writing for a formal review for promotion
Late June	<i>Ad Personam</i> Committee is formed to conduct the checklist review and provides Candidate with Unit and College Guidelines and a timeline.
Last Week of June	<i>Ad Personam</i> Committee meets with Candidate to review request and to recommend whether or not to move forward with the request. Candidate must provide detailed curriculum vitae.
Last Week of June	<i>Ad Personam</i> Chair notifies Unit Chair of the committee's recommendation
Mid-July	Candidate supplies a list of 20 former students for student recommendations (where applicable). <i>Ad Personam</i> Chair assembles a list of 20 additional students randomly chosen from enrollment lists and sends out request for recommendation letters to all 40 students. Clinical and Research faculty will be asked to submit comparable information.
Mid-July	Candidate begins work on factual record in consultation with <i>Ad Personam</i> Committee
Friday, August 26	Chair notifies Dean of all NTT promotion cases
Wednesday, August 31	Dean submits to Provost a list of all NTT promotion cases
Beginning of September	Candidate submits draft of portfolio (MyVita factual record) to <i>Ad Personam</i> Chair to review against Unit and College Guidelines and to recommend revisions; <i>Ad Personam</i> Committee continues work on full dossier
Friday, October 21	Candidate submits final version of portfolio (MyVita factual record) to <i>Ad Personam</i> Committee*
Friday, November 4	<i>Ad Personam</i> Committee adds Report on Request for Promotion to Candidate's dossier and sends it to Unit Committee
Friday, November 11	Unit Committee members deliberate and vote
Monday, November 14	Committee members may submit additional comments

Monday, November 28	Unit Committee report and Chair recommendation are conveyed to Candidate
Within 7 days of receipt (about Monday, Dec 5)	Deadline for Candidate to submit to Unit Coordinator and/or Chair any response
Friday, December 16	Primary Unit Chair forwards dossiers to Deans' offices in which Candidate holds an appointment
Friday, January 27	Dean reviews documents and conveys recommendations to Candidate
Within 7 days of receipt (about Friday, Feb 3)	Deadline for Candidate to submit to Dean any response
Friday, February 10	Dean's office sends complete dossier to Academic Affairs for distribution to Senate Committee on NTT Promotion
Early to Mid-March	NTT Promotion Review Committee deliberates and conveys recommendation to Candidate
Within 7 days of receipt	Deadline for Candidate to submit to Provost any response to NTT Committee's recommendation
Within 10 days	Committee sends dossier to Provost
Typically, within 45 days of receiving dossier	Provost conveys decision to Candidate
Within 7 days of receiving decision	Deadline for Candidate to submit to Provost any response and/ or request for reconsideration
Typically, within 20 days of request	Provost responds to Candidate
Friday, June 16	Deadline for Provost's final action

*Once this date has passed the candidate may not make any changes to their portfolio (MyVita factual record) except in response to negative judgments.