

Timeline for Promotion of Non-Tenure Track Faculty 2024-2025

Non-Tenure Track faculty members are eligible to apply for promotion in the spring of their fifth year in rank. Major events related to promotion review procedures are included in this timeline below. Because the Response Options 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 expected to attend NTT promotion workshops and informational meetings offered by Academic Affairs.

No Later Than	Activity
Monday, April 1	As part of the Annual Promotion Review Process, the candidate submits to their Promotion Review Committee a request in writing with a detailed CV for a formal review for promotion. Units may set earlier deadlines for candidates to request consideration for promotion.
Friday, April 26	The Unit's Promotion Review Committee provides a recommendation of whether to move forward with the request to be considered for promotion. Promotion Review Committees may also suggest that a faculty member consider putting forward a dossier if they find during the annual review that the faculty member has met the unit's promotion criteria.
Friday, May 10	If candidate decides to move forward, the <i>Ad Personam</i> Committee is appointed. The <i>Ad Personam</i> Committee provides the candidate with a list of materials the candidate should submit to allow the committee to complete its report (e.g., list of service evaluators or former students to contact) and a deadline by which the materials should be submitted. Candidate begins work to refine the factual record.
Summer Break	
Monday, August 26	Candidate submits draft of factual record to <i>Ad Personam</i> Committee to review against Unit and College Guidelines and to recommend revisions.
Wednesday, September 4	Chair notifies Dean of all NTT promotion cases.
Monday, September 9	Dean submits to Provost a list of all NTT promotion cases.
Friday, October 11	Candidate submits final version of factual record to <i>Ad Personam</i> Committee.
Friday, October 25	<i>Ad Personam</i> Committee adds Report on Request for Promotion to Candidate's dossier and sends it to Unit Committee
Friday, November 8	Unit Committee members deliberate and vote
Monday, November 11	Committee members may submit additional comments
Monday, November 18	Unit Committee report and Chair recommendation are conveyed to Candidate

Within 14 days of receipt (about Monday, December 2 if report/ recommendation is conveyed on the deadline)	Deadline for Candidate to submit to Unit Coordinator and/or Chair any response
Within about 10 days (about Thursday, December 12 if the response is submitted on the deadline)	Unit Committee Chair conveys report on outcome of any reconsideration to Candidate
Friday, December 13	Primary Unit Chair forwards dossiers to Deans' offices in which Candidate holds an appointment
Friday, January 31	Dean reviews documents and conveys recommendations to Candidate
Within 14 days of receipt	Deadline for Candidate to submit any response to the Dean's Recommendation
Monday, February 17	Dean's office sends complete dossier to Academic Affairs for distribution to Senate Committee on NTT Promotion, including any response from the candidate
Friday, March 14	NTT Promotion Review Committee deliberates and conveys recommendation to Candidate
Within 14 days of receipt	Deadline for Candidate to submit to any response to NTT Committee's recommendation
Friday, April 4	Committee sends dossier to Provost, including any response from the candidate
Typically within 30 days of receiving dossier	Provost conveys decision to Candidate
Within 14 days of receiving decision	Deadline for Candidate to submit to Provost any response and/ or request for reconsideration
Normally within 20 days of request	Provost responds to Candidate
Thursday, July 31	Deadline for Provost's final action