

## University of Missouri-St. Louis

### Timeline for Promotion of Non-Tenure Track Faculty 2019-2020

Non-Tenure Track faculty members are eligible to apply for promotion in the spring of their 5<sup>th</sup> 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 offered by the Center for Teaching and Learning.

No Later Than	Activity
First week of April	Candidate submits to the Unit Chair a request in writing for a formal review for promotion
Mid-April	<i>Ad Personam</i> Committee is formed to conduct the review and provides Candidate with Unit and College Guidelines and a timeline.
Last Week of April	<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 April	<i>Ad Personam</i> Chair notifies Unit Chair of the committee's recommendation
Second Week of May	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.
Second Week of May	Candidate begins work on factual record in consultation with <i>Ad Personam</i> committee
Beginning of August	Candidate submits draft of 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
Monday, Oct 14	<i>Ad Personam</i> Committee submits the initial final version of the dossier to Unit Chair for review
Tuesday, Oct 15	Chair notifies Dean of all NTT promotion cases
Monday, Oct 21	Dean submits to Provost a list of all NTT promotion cases
Friday, Oct 25	Candidate submits initial final version of factual record to <i>Ad Personam</i> Committee
Friday, Nov 1	<i>Ad Personam</i> Committee adds Report on Request for Promotion to Candidate's dossier and sends it to Unit Committee

Friday, Nov 8	Unit Committee members deliberate and vote
Monday, Nov 11	Committee members may submit additional comments
Friday, Nov 15	Unit Committee report and Chair recommendation are conveyed to Candidate
Within 7 days of receipt (Nov 25 per Fall Break)	Deadline for Candidate to submit to Unit Coordinator and/or Chair any response
Friday, Dec 6	Primary Unit Chair forwards dossiers to Deans' offices in which Candidate holds an appointment
Friday, Jan 17	Dean reviews documents and conveys recommendations to Candidate
Within 7 days of receipt (Jan 24)	Deadline for Candidate to submit to Dean any response
Friday, Jan 31	Dean's office sends complete dossier to Academic Affairs for distribution to Senate Committee on NTT Promotion
Late February/Early 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
Normally within 20 days of request	Provost responds to Candidate
Friday, June 19	Deadline for Provost's final action