

## Timetable for Non-Tenure Line (NTL) Faculty Promotions

Dates and Deadlines	Who	Action
February	Dean	Dean will host a session for interested NTL faculty members to provide an overview of the promotion policy and criteria
March	Dean's Office	<i>(At least for the first year or two of the new timetable)</i> Dean's Office will email NTL faculty with a reminder of the new schedule and August call for self-nominations
April	Dean's Office	Office Manager will host College of IST NTL Promotion Orientation session to review process and timeline
Early August	Dean's Office	Dean's Office will email NTL Faculty with the call to be considered in next year's promotion review cycle
September 1	Candidate	Deadline for submitting requests and preliminary materials to be considered for NTL promotion
September 1 – 30	Dean/NTL Promotion Committees	Dean and committee members will review submitted materials
October 1	Dean's Office	Dean's Office will notify candidates if they are or are not approved to proceed
October 15	Candidate and 1 <sup>st</sup> NTT Promotion Committee	Both will provide a list of individuals to write evaluative letters <i>(for candidates being reviewed for highest rank only)</i>

October 15 – 31	Dean	Dean will select and invite individuals to write letters <i>(for candidates being reviewed for highest rank only)</i>
November 1 – 15	Candidate	Candidate will review, supplement and finalize their materials as needed
October 1 - November 30	Dean's Office	Dean's Office will assemble candidate SRTEs, peer evaluations and FARs
December 1	Candidate	Candidate signs the final version of the dossier materials before it goes to the 1 <sup>st</sup> College Committee
First week of spring classes	1 <sup>st</sup> NTT Promotion Committee	Committee will begin review of the dossier materials
February 1	Dean's Office	1st Committee letter is added to the dossier materials
February 1	2 <sup>nd</sup> NTT Promotion Committee	Committee will begin review of the dossier materials
March 1	Dean's Office	2 <sup>nd</sup> Committee letter is added to the dossier materials
March 1 - March 31	Dean	Dossier materials reviewed by the Dean
No later than April 15	Dean's Office	Candidates will be notified of final decisions on promotion