

Timetable for Non-Tenure Track (NTT) Faculty Promotions

Dates and Deadlines	Who	Action
January	Dean's Office	Dean's Office will email NTT Faculty with the call to be considered in next year's promotion review cycle
January	Dean's Office	College of IST NTT Promotion Orientation session to review process and timeline
March 1	Candidate	Deadline for submitting requests and preliminary materials to be considered for NTT promotion
March 1 - 31	Dean	Dean will review submitted materials
April 1	Dean's Office	Dean's Office will notify candidates if they are or are not allowed to proceed
No later than May 1	Candidate and 1 st NTT Promotion Committee	Both will provide a list of individuals to write evaluative letters (<i>for candidates being reviewed for highest rank only</i>)
May 1 – 15	Dean	Dean will select and invite individuals to write letters (<i>for candidates being reviewed for highest rank only</i>)
April 1 - August 15	Candidate	Candidate will review, supplement and finalize their materials as needed
April 1 – August 15	Dean's Office	Dean's Office will assemble candidate SRTEs, peer evaluations and FARs
No later than August 16	Candidate	Candidate signs the final version of the dossier materials before it goes to the 1 st College Committee
First week of fall classes	1 st NTT Promotion Committee	Committee will begin review of the dossier materials

October 1	Dean's Office	1st Committee letter is added to the dossier materials
October 1	2 nd NTT Promotion Committee	Committee will begin review of the dossier materials
November 1	Dean's Office	2 nd Committee letter is added to the dossier materials
November 1 – December 1	Dean	Dossier materials reviewed by the Dean
No later than December 15	Dean's Office	Candidates will be notified of final decisions on promotion
November or December	Dean	Dean will host a session for interested NTT faculty members to provide an overview of the promotion policy and criteria