

**Timeline for Promotion of Non-Tenure Track Faculty  
2025 - 26**

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 the informational briefing for NTT promotion candidates offered by Academic Affairs.

<b>No Later Than</b>	<b>Activity</b>
Monday, March 3	As part of the Annual Promotion Review Process, the candidate submits to their Promotion Review Committee a request in writing with a detailed record of accomplishments for a formal review for promotion. Units may set different deadlines for candidates to request consideration for promotion.
Friday, April 25	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, April 25 9:00 – 10:30 am	Informational Briefing for NTT Promotion candidates going up during the 2025-26 cycle
Friday, May 9	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 25	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 3	Chair notifies Dean of all NTT promotion cases.
<b>Monday, September 8</b>	<b>Dean submits to Provost a list of all NTT promotion cases.</b>
Friday, October 10	Candidate submits final version of factual record to <i>Ad Personam</i> Committee.
Friday, October 24	<i>Ad Personam</i> Committee adds Report on Request for Promotion to Candidate’s dossier and sends it to Unit Committee
Friday, November 7	Unit Committee members deliberate and vote
Monday, November 10	Committee members may submit additional comments
Monday, November 17	Unit Committee report and Chair recommendation are conveyed to Candidate
Within 14 days of receipt (about Monday, December 1 if report/	Deadline for Candidate to submit to Unit Coordinator and/or Chair any response

recommendation is conveyed on the deadline)	
Within about 10 days (about Thursday, December 11 if the response is submitted on the deadline)	Unit Committee Chair conveys report on outcome of any reconsideration to Candidate
<b>Friday, December 12</b>	<b>Primary Unit Chair forwards dossiers to Deans' offices in which Candidate holds an appointment</b>
Friday, January 30	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
<b>Monday, February 16</b>	<b>Dean's office sends complete dossier to Academic Affairs for distribution to Senate Committee on NTT Promotion, including any response from the candidate</b>
Friday, March 13	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
<b>Friday, April 3</b>	<b>Committee sends dossier to Provost, including any response from the candidate</b>
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
Friday, July 31	Deadline for Provost's final action