

**PROMOTION ELIGIBLE NON-TENURE TRACK PROCESS TIMELINE**

This timeline should be used as a guide in preparing department/college timelines. The only mandatory deadline (\*\*) is the date the dossier must be completed by the college and submitted to Faculty Affairs for review.

Task	Timeline
Pre-promotion review <i>Along with standard annual performance reviews</i>	During year 3 Year 1-6
Chair engages NTT candidate in discussion of preparation for NTT review	During Fall Semester year 5
University NTT Guidelines and a list of NTT faculty up for mandatory review are distributed to the colleges. NTT SharePoint site will also be made available to NTT college representatives.	Prior to the end of the Spring semester
Colleges will complete electronic face sheet in the NTT SharePoint site hosted by the Provost	June - August
College and/or Departments provide university, college and department guidelines along with college and department timelines to NTT Faculty who will undergo mandatory reviews	June - August
Department chair (or if applicable the dean) obtains a minimum of three review letters for promotion. If candidate is going up for NTT full professor, at least one of the reviewer letters come from an external "arms-length" reviewer of higher rank.	May – June
Candidate submits CV and representative works (if applicable) to Department Chair (or if applicable the dean), and those are sent to reviewers	June – August
NTT candidate completes and submits electronic dossier through the University SharePoint site for on-campus reviews	June – October
Internal and external reviewers (if applicable) return their reviews	September – October
Department NTT Committee and Chair complete independent reviews; candidate has opportunity to respond at each step	November – February
College NTT Committee completes review; candidate has opportunity to respond	November – February
Dean completes review; candidate has opportunity to respond. If a negative recommendation for promotion is likely, please contact the Associate Provost for Faculty Affairs to discuss as soon possible but <u>at least two weeks before the submission deadline of March 1.</u>	November – February
Dean completes NTT candidate dossier and informs Faculty Affairs and Office of the Provost to begin review of dossiers	<b>** March 1, 2022</b>
Faculty Affairs forwards recommendation to the Provost for review; Provost's decision on promotion is the final step in the review process	April - May
Provost approves/denies NTT Promotions and sends out letters.	April - May
Candidate is notified of promotion and/or REA NTT decision by Provost's Office	Before end of Spring semester
Non-Tenure Track Promotion and Renewable Employment Agreement (REA) (if applicable) becomes effective beginning of the next Academic Year.	September 1st

### PROMOTION ELIGIBLE NON-TENURE TRACK PROCESS TIMELINE

This timeline should be used as a guide to prepare department/college timelines. The only mandatory deadline (\*\*) is the date the dossier must be completed by the college and submitted to Faculty Affairs for review.

*(Example of Mandatory Review Year of 2021 – Final decision made Spring 2022)*

Task	Timeline
Jane Doe – NTT Assistant Professor is hired	September 1, 2016
Pre-promotion review <i>Along with standard annual performance reviews</i>	AY 2018/2019 Year 1-6
Chair engages NTT candidate in discussion of preparation for NTT review	Early Fall AY 2020/2021
University NTT Guidelines and a list of NTT faculty up for mandatory review are distributed to the colleges. NTT SharePoint site will also be made available to NTT college representatives.	By end of the Spring Semester 2021
Colleges will complete electronic face sheet in the NTT SharePoint site hosted by the Provost	May 30, 2021
College and/or Departments provide university, college and department guidelines along with college and department timelines to NTT Faculty who will undergo mandatory reviews;	May – June 2021
Department chair (or if applicable the dean) obtains a minimum of three review letters for promotion. If candidate is going up for NTT full professor, at least one of the reviewer letters must come from an external “arms-length” reviewer of higher academic rank.	May – June 2021
Candidate submits CV and representative works to Department Chair (or if applicable the dean), and those are sent to reviewers	June – July 2021
NTT candidate completes and submits electronic dossier through the University SharePoint site for on-campus reviews	August – October 2021
Internal and external reviewers (if applicable) return their reviews	September – October 2021
Department NTT Committee and Chair complete independent reviews; candidate has opportunity to respond at each step	November – December 2021
College NTT Committee completes review; candidate has opportunity to respond	January – February 2022
Dean completes review; candidate has opportunity to respond. If a negative recommendation for promotion is likely, please contact the Associate Provost for Faculty Affairs to discuss as soon possible but <u>at least two weeks before the submission deadline.</u>	January – February 2022
Dean completes NTT candidate dossier and informs Faculty Affairs and Office of the Provost to begin review of dossiers	<b>** March 1, 2022</b>
Faculty Affairs forwards recommendation to the Provost for review; Provost’s decision on promotion is the final step in the review process	April - May 2022
Provost approves/denies NTT Promotions and sends out letters.	April - May 2022
Candidate notified of NTT promotion and/or REA decision by Provost’s Office	May 2022
Non-Tenure Track promotion and renewal employment agreement (REA) (if applicable) becomes effective beginning of the next academic year.	September 1, 2022