

The Office of

Academic Affairs

NTTF Promotion Timeline

The timing of the preparation, submission, and evaluation of the promotion dossier follows a timeline similar to the tenure-track-faculty promotion and tenure process. NTTF promotion files will be accepted on a rolling basis. Files that are received in Academic Affairs by April 1 will be decided on by the provost by June 1. The provost will notify the candidate in writing, with promotion taking effect at the beginning of the next academic or fiscal year (or nearest term).

Typical cases may follow this rough timeline:

Prior academic year

- Candidate notifies department or unit head of intent to be considered no later than June 15 for 9-month; June 30 for 12-month faculty

Fall term - Preliminary Work

- Candidate provides current CV, statement, and other materials as applicable
- Identification and solicitation of external reviewers (if applicable)

Fall/Early winter term - Departmental Review

- Personnel Committee: write report and a vote
- Vote by voting faculty (signed, secret ballot)
- Department Head: review report and make recommendation

November 1

- Deans, unit directors, vice presidents (as applicable) send Academic Affairs a confirmed list of those NTTF in the school/college who are being considered for promotion

Winter term - School/College Review

- Personnel Committee (elected): report and vote
- Dean or Vice President: review report and make recommendation
- Dean meets with candidate to share report and recommendation. The candidate has 10 days from receipt of the dean's report and recommendation to provide responsive material or information which will be included in the evaluation file.

April 1

- Priority deadline for submission of NTTF promotion files to Academic Affairs for a decision by June 1

Spring term - University Review


- Academic Affairs and Provost review of promotion files; decision is made for each candidate

June 1

- Candidates are formally notified of the provost's decision

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