

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 to their unit head or office manager
- 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.

## February 1 - April 1

- Submission period for NTTF promotion dossiers to Academic Affairs

## 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

### QUICK LINKS


[Current UA CBA](#)

### RESOURCES

[Tenure-Track Faculty](#)

[Contact Us](#)

**Office of Academic Affairs**

[UO Policy Library](#) 

[Non-Tenure-Track Faculty](#)

207 Johnson Hall

1258 University of Oregon

Eugene, OR 97403



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[Departmental Policies](#)

including employment. Further, it is required by Title IX and other applicable laws not to discriminate on the basis of sex. Questions

[academicaffairs@uoregon.edu](mailto:academicaffairs@uoregon.edu)

[Academic Leadership](#)

Regarding prohibited discrimination, including questions regarding Title IX, may be referred to the University of Oregon's Title IX Coordinator

or to the Office for Civil Rights. Title IX Coordinator Penny Daugherty, at 541-346-3123 and [titleixcoordinator@uoregon.edu](mailto:titleixcoordinator@uoregon.edu), located at 677

[Contact List](#)

E. 12th Ave., Eugene, OR 97403. U.S. Department of Education, Western Region, Office for Civil Rights, at 206-607-1600 and

[ocr.seattle@ed.gov](mailto:ocr.seattle@ed.gov).