

2024-2025 Non-Tenure Track Promotion Dates

Date	Responsible Party	Tasks
May 2024	Faculty Affairs	Announces NTT Promotion deadline dates.
June	Dept. Chair	Confirms NTT candidates – submits names via Google Form on Faculty Affairs Website
June	Faculty Affairs	Send candidate names to OSP (if applicable)
June	OSP	Return reports to the Faculty Affairs Office
June	Faculty Affairs	Forward OSP report to NTT candidates for review (if applicable)
Aug25	Candidate	Last day to review OSP report for discrepancies (if applicable)
Aug 30	Dept. Chair	Forwards the case to the dept. committee.
At OSP Yr. End Closing	OSP	Final report due from OSP reflecting any updates (if applicable)
Sept 13	Dept. Committee	Department Committee completes review of the case, committee chair uploads the letter, sends email within RPT to the candidate. If the votes are positive, moves the case forward in RPT.
Sept 27	Candidate	In the case of a negative recommendation, the candidate will have 14 calendar days from receipt of letter received in RPT to submit an optional response to the letter.
Oct 2	Dept. Committee	The Dept. Committee responds, and the dossier and rebuttal are forwarded to the Dept. Chair by the Dept. Committee.
Oct 16	Dept. Chair	Department Chair completes review of the case, uploads his/her letter and sends an email within RPT to the candidate. If the vote(s) are positive, moves the case forward in RPT.
Oct 30	Candidate	In the case of a negative recommendation, the candidate will have 14 calendar days from receipt of letter received in RPT to submit an optional response to the letter.
Nov 4	Dept. Chair	The Dept. Chair responds, and the dossier and rebuttal are forwarded to the Dean by the Dept. Chair.
Nov 12	Faculty Affairs	Completes election of NTT campus committee representatives (NTT Promotion Procedures). Schedules meeting with NTT campus committees' representatives to review procedures and initiate chair election.
Nov 18	Dean	The Dean completes the review of the case, uploads the letter and shares the letter within RPT with the candidate. If the vote is positive, move the case forward in RPT.
Dec 1	Candidate	In the case of a negative recommendation, the candidate will have 14 calendar days from receipt of letter received in RPT to submit an optional response to the letter.
Dec 6	Dean	The Dean responds and will forward the dossier and the rebuttal to the appropriate NTT Campus Committee in RPT.
Dec 27, 2024	NTT Campus Committee	Completes review of the case, uploads their letter, and shares the letter within RPT with the candidate. If the vote is positive, move the case forward in RPT.

2024-2025 Non-Tenure Track Promotion Dates

Jan 10	Candidate	In the case of a negative recommendation, the candidate will have 14 calendar days from receipt of letter received in RPT to submit an optional response to the letter.
Jan 15	NTT Campus Committee	The appropriate Campus Committee responds and will forward the dossier and rebuttal to the Provost in RPT.
Feb 14	Provost	Completes review of the case, uploads his/her letter, and shares the letter within RPT with the candidate. If the vote is positive, move the case forward in RPT.
Feb 28	Candidate	In the case of a negative recommendation, the candidate will have 14 calendar days from receipt of letter received in RPT to submit an optional response to the letter.
March 7	Provost	The Provost responds and will forward the dossier and rebuttal to the Chancellor in RPT.
April 7, 2025	Chancellor	Completes review of the case, uploads his/her letter, and shares the letter within RPT with the candidate.

Link to current [Non-Tenure Track Promotion Procedures](#)

Updated 05/16/24