

2025-2026 Non-Tenure Track Promotion Deadlines

Date	Responsible Party	Tasks
March 2025	Faculty Affairs	Announces NTT Promotion deadline dates.
June 2	Dept. Chair	Confirms NTT candidates – submits names via Google Form on Faculty Affairs Website
June 6	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)
Aug 25	Candidate	Last day to review OSP report for discrepancies (if applicable)
Aug 29	Dept. Chair	Forwards the case to the dept. committee.
OSP Yr. End	OSP	Final report due from OSP reflecting any updates (if applicable)
Sept 8	Dept. Committee Review Due	Department comm. completes review of the case, committee chair uploads the letter and sends the letter within RPT to the candidate. If the votes are positive, the case is forwarded in RPT.
Sept 22	Candidate Optional Response Due	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.
Sept 29	Dept. Committee Response Due	The dept. committee responds, and the dossier and response are forwarded to the dept. chair.
Oct 9	Dept. Chair Review Due	Department chair completes review of the case, uploads his/her letter, and sends the letter within RPT to the candidate. If the votes are positive, the case is forwarded in RPT.
Oct 23	Candidate Optional Response Due	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 30	Dept. Chair Response Due	The dept. chair responds, and the dossier and response are forwarded to the dean.
Nov 5	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 20	Dean Review Due	The dean completes review of the case, uploads his/her letter, and sends the letter within RPT to the candidate. If the votes are positive, the case is forwarded in RPT.
Dec 6	Candidate Optional Response Due	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 13	Dean Response Due	The Dean responds and forwards the dossier and response in RPT.
2026		
Jan 18, 2026	NTT Campus Committee Review Due	Completes review of the case, uploads their letter, and sends the letter within RPT with the candidate. If the votes are positive, the case is forwarded in RPT.
Feb 2	Candidate Optional Response Due	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.

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2026		
Date	Responsible Party	Tasks
Feb 9	NTT Campus Committee Response Due	The appropriate campus committee responds and will forward the dossier and response to the provost in RPT.
March 9	Provost Review Due	The provost completes review of the case, uploads his/her letter, and shares the letter within RPT with the candidate. If the votes are positive, the case is forwarded in RPT.
March 23	Candidate Optional Response Due	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 30	Provost Response Due	The provost responds and will forward the dossier and response to the chancellor in RPT.
April 27	Chancellor Review Due	The chancellor completes review of the case, uploads his letter, and shares the letter within RPT with the candidate.

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

Updated 02/13/25