

**Non-Tenure Track Promotion Review Schedule
for Academic Year 2026-2027**

Materials can be found in the [NTT Faculty Promotion](#) folder

September 25, 2026 (Fri)	Candidate informs Department Head and Dean of intent to apply for promotion according to the unit's internal procedures. Request for Early NTT Promotion Review forms are due to the Office for Faculty Excellence & Academic Culture at ofeac@drexel.edu.
October 9, 2026 (Fri)	Provost informs candidates requesting early consideration of decision.
October 16, 2026 (Fri)	College/School submits to the Office for Faculty Excellence & Academic Culture their list of candidates applying for promotion.
January 15, 2027 (Fri)	Candidate submits dossier to Department Head for Committee Review*
February 5, 2027 (Fri)	NTT Promotion Committee report is completed and forwarded to the candidate and Department Head.
February 19, 2027 (Fri)	Candidate provides written acknowledgement of receipt of Non-Tenure-Track Faculty Promotion Committee report and forwards any written comments addressing contents of report to the Department Head.
March 5, 2027 (Fri)	Department Head review completed and report forwarded to candidate.
March 19, 2027 (Fri)	Candidate provides written acknowledgement of receipt of Department Head report and forwards any written comments addressing contents of report to the Department Head.
March 22, 2027 (Mon)	Department Head forwards candidate's official dossier to Dean.
April 9, 2027 (Fri)	Dean's review completed, and report forwarded to candidate.
April 23, 2027 (Fri)	Candidate provides written acknowledgement of receipt of Dean's report and forwards any written comments addressing contents of report to the Dean.
April 27, 2027 (Tues)	Dean forwards candidate's official dossier, recommendation, and draft of notification letter to the Provost via the Office for Faculty Excellence & Academic Culture (ofeac@drexel.edu).
May 14, 2027 (Fri)	Notification letter sent by the dean's office to candidate.

**Indicates committee review as described in the [Non-Tenure-Track Faculty Policy \(PO-85\)](#).*