



Non-Tenure-Track Promotion Calendar for Academic Year 2025-2026

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| October 2, 2025 | Candidate informs Department Head and Dean of intent to apply for promotion. Request for Early Promotion Review forms are due to the Office for Faculty Excellence & Academic Culture at ofeac@drexel.edu . |
| October 16, 2025 | Provost informs candidates requesting early consideration decision. |
| October 23, 2025 | College/School notifies Office for Faculty Excellence & Academic Culture of candidates applying for promotion. |
| January 22, 2026 | Candidate submits dossier to Department Head. |
| February 17, 2026 | *Non-Tenure-Track Faculty Promotion Committee review completed and committee report forwarded to candidate and Department Head. |
| March 3, 2026 | 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 10, 2026 | Department Head review completed and report forwarded to candidate. |
| March 24, 2026 | Candidate provides written acknowledgement of receipt of Department Head report, and forwards any written comments addressing contents of report to the Department Head. |
| April 1, 2026 | Department Head forwards candidate's official dossier to Dean. |
| April 22, 2026 | Dean's review completed, and report forwarded to candidate. |
| May 6, 2026 | Candidate provides written acknowledgement of receipt of Dean's report, and forwards any written comments addressing contents of report to the Dean. |
| May 11, 2026 | Dean forwards candidate's official dossier and recommendation to the Provost. Colleges/Schools submit draft notification and reappointment/non-reappointment letters to Office for Faculty Excellence & Academic Culture for review and approval. |
| May 15, 2026 | Notification and reappointment/non-reappointment letters sent by College/School to candidates. |

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