



## 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. <a href="#"><u>Request for Early Promotion Review forms</u></a> are due to the Office for Faculty Excellence & Academic Culture at <a href="mailto:ofeac@drexel.edu"><u>ofeac@drexel.edu</u></a> . |
| 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](#).