



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

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 of Faculty Advancement and Inclusion.
October 16, 2025	Provost informs candidates requesting early consideration decision.
October 23, 2025	College/School notifies Provost Office 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 of the Provost 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](#).