

Non-Tenure Track Promotion Calendar for 2023-2024 Candidates

**Please note:** These dates are subject to change. Individual Colleges and Schools may set additional dates for internal processes that complement this University-level calendar. Candidates for promotion should contact their College or School to obtain such information.

October 2, <b>2023</b>	Candidate informs Department Head and Dean of intent to apply for promotion.
October 23	College/School notifies Provost Office of candidates applying for promotion.
January 22, <b>2024</b>	Candidate submits dossier to Department Head.
February 16	*Non-Tenure Track Faculty Promotions Committee review completed and committee report forwarded to candidate and Department Head
March 4	Candidate provides written acknowledgement of receipt of Non-Tenure Track Faculty Promotions Committee report. Candidate forwards any written comments addressing contents of report to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier.
March 11	Department Head review completed and Department Head report forwarded to candidate.
March 25	Candidate provides written acknowledgement of receipt of Department Head report. Candidate forwards any written comments addressing contents of report to the Department Head. Candidate's acknowledgement and written comments become part of the official dossier.
April 1	Department Head forwards candidate's official dossier to Dean/Director.
April 22	College/School review completed. Dean's report forwarded to candidate.
May 6	Candidate provides written acknowledgement of receipt of Dean's report. Candidate forwards any written comments addressing contents of report to the Dean. Candidate's acknowledgement and written comments become part of the official dossier.
May 13	Dean/Director forwards candidate's official dossier and recommendation to the Provost
June 3	College notifies candidates in writing of the final decision.

\*Indicates committee review as described in the [Teaching Faculty Policy](#).