

COLLEGE OF SCIENCES AND HUMANITIES

2025-2026 NON-TENURE LINE FACULTY PROMOTION CALENDAR

Note: Candidates should consult with their Department Chairs for any additional instructions and departmental deadlines.

May 31, 2025	<p>Distribution of College Non-Tenure Line Faculty Promotion Document to Departments Distribution of College P&T Calendar to Departments</p> <p>Posting of each document above to the College web page.</p>
May 31, 2025	Sample College Non-Tenure Faculty Promotion Vitae are made available for review by faculty.
June 30, 2025	Department Chair reports the names of Non-Tenure Faculty Candidates for promotion (E-mail to Jill Coleman; copy Susan Miller)
Friday, September 12 – can be provided earlier DOCUMENT REVISIONS	<p>Department Non-Tenure Faculty Promotion Documents and memos due to Dean's office (E-mail to Jill Coleman; copy Susan Miller.)</p> <p>If modifications to the document are being made or if a new document is being submitted for the first time, please provide <u>electronically</u>:</p> <ol style="list-style-type: none"> 1. New or updated Non-Tenure Faculty Promotion Document 2. Standard coversheet to the Provost indicating the document changed. Coversheet also provided on CSH Documents website. 3. Memo to the Provost describing changes (including mandatory changes from the university or college levels); or submission of new document <p>If NO changes are being made this year please provide <u>electronically</u>:</p> <ol style="list-style-type: none"> a. Standard coversheet to the Provost indicating no changes other than the date of use (no document submission is necessary)
Friday, October 3	Materials for faculty requesting consideration for promotion to Associate levels...
Friday, November 7	Materials for faculty requesting consideration for promotion to Senior or Professor level
PROMOTIONS	<p>Submission on Faculty Success (Digital Measures) active and usage <u>required</u> for <u>all promotion</u> candidates.</p> <p>Departments will receive workflow notifications from Faculty Success with these college due dates. Departments will need to upload:</p> <ol style="list-style-type: none"> 1. Non-Tenure Line Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean Letters should include: <ol style="list-style-type: none"> a. Faculty member's name and role in the unit b. Years of service and years at current rank/title

<p>Friday, October 3</p> <p>Friday, November 7 (continued)</p>	<ul style="list-style-type: none"> c. Justification for promotion in the area of teaching excellence (or other primary area of specialization) d. Additional accomplishments in scholarship and/or service e. Committee votes (if applicable)
<p>Friday, December 5</p>	<p>Final deadline for <u>completion</u> of any reconsideration or appeal proceedings for promotion.</p>
<p>Friday, March 13</p> <p>MULTI-YEAR EXTENSIONS</p>	<p>Materials for faculty requesting consideration for multi-year contract extensions (3-Year for Associate Level and 5-Year for Senior/Professor Level)</p> <p>Departments should contact Jill Coleman prior to this date to have a One Drive folder set-up for their multi-year contract extension requests. Departments (e.g., Chair, Admin Coordinator and/or NTL promotion chair) should submit electronically the following into the One Drive folder:</p> <ol style="list-style-type: none"> 1. Non-Tenure Line Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean Letters should include: <ul style="list-style-type: none"> a. Faculty member's name and role in the unit b. Years of service and years at current rank/title c. Justification for continued multi-year contract extension in the area of teaching excellence (or other primary area of specialization) d. Additional accomplishments in scholarship and/or service e. Committee votes (if applicable) 2. Candidate's Vita Form and/or Accomplishments since Last Promotion or Contract Extension (using Faculty Success CV or other format) 3. Required Supplemental Materials <ul style="list-style-type: none"> a. Student Evaluations (Quantitative Scores and Qualitative Comments) b. Peer/Chair Evaluations