

NTT Promotion in Academic Departments Lecturer, Program Specialist, and Librarian tracks

Refer to MOA Articles: XII: Non-Tenure Track Faculty and Program Specialists 5. Promotion
XIII: Reappointment Non-Tenure Track Librarian Faculty 5. Promotion

Time Allotted Dates	(not including weekends, breaks, and holidays)
1.	Applicant submits digital promotion file to department chair / library dean. Applicant retains read-only access to file.
Tu 09-10-24	
2.	Chair / library dean instructs department promotion committee to begin review.
1 day W 09-11-24	
3.	Department promotion committee reviews file and writes initial recommendation. Though addressed to chair / library dean, copy is sent only to applicant at this time.
5 days Th 09-12-24 W 09-18-24	
3.a.	Applicant may request an appeal hearing of the initial recommendation.
2 days Th 09-19-24 F 09-20-24	
3.b.	Applicant may insert additional materials in file (after electronically unlocked by committee chair). On request candidate will receive hearing by department promotion committee. Department promotion committee writes final recommendation to chair / library dean, forwarding copy to candidate. Initial and final recommendations are placed in file.
3 days M 09-23-24 W 09-25-24	
3.c.	Department promotion committee sends file forward to chair / library dean.
1 day Th 09-26-24	
3.d.	Applicant may respond in writing to any unresolved differences regarding department promotion committee evaluation. Response must be sent to chair / library dean and becomes a part of the promotion file in the department promotion committee's recommendation section.
3 days Th 09-26-24 M 09-30-24	
4.	Chair / library dean reviews file and writes initial recommendation. Though addressed to dean,* copies are sent only to applicant and department promotion committee chair at this time.
5 days F 09-27-24 Th 10-03-24	
4.a.	Applicant may insert additional materials in file (after electronically unlocked by unit chair or library dean). Applicant may request an appeal hearing on initial recommendation.
2 days F 10-04-24 M 10-07-24	
4.b.	On request applicant will receive hearing by chair / library dean. Chair / library dean writes final recommendation to dean,* forwarding copies to applicant and department promotion committee chair. Initial and final recommendations are placed in file.
3 days Tu 10-08-24 Th 10-10-24	

4.c.	1 day	Chair / library dean sends file forward to dean.* The applicant may not change, insert or remove materials once the file leaves the departmental level of review.
	F 10-11-24	
4.d.	3 days	Applicant may respond in writing to any unresolved differences regarding chair evaluation. Response must be sent to dean* and becomes a part of the promotion file in the department chair's recommendation section.
	F 10-11-24	
	Tu 10-15-24	
5.	10 days	Dean reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to applicant, department chair, and department promotion committee chair.
	M 10-14-24	
	F 10-25-24	
5.a.	2 days	Applicant may request an appeal hearing on the initial recommendation.
	M 10-28-24	
	F 10-29-24	
5.b.	3 days	On request applicant will receive hearing by dean. Dean writes final recommendation to provost, forwarding copies to applicant; department chair; and department promotion committee chair. Initial and final recommendations are placed in file.
	W 10-30-24	
	F 11-01-24	
5.c.	1 day	Dean sends file forward to provost.
	M 11-04-24	
5.d.	3 days	Applicant may respond in writing to any unresolved differences regarding dean evaluation. Response must be sent to provost and becomes a part of the promotion file in the back of dean's recommendation section.
	M 11-04-24	
	W 11-06-24	
6.	10 days	Provost reviews file and writes initial recommendation. Though addressed to president,** copies are sent only to applicant; dean; department chair; and department promotion committee chair at this time.
	Tu 11-05-24	
	M 11-18-24	
6.a.	2 days	Applicant may request an appeal hearing on initial recommendation.
	Tu 11-19-24	
	W 11-20-24	
6.b.	3 days	On request candidate will receive hearing by provost. Provost writes final recommendation to president**, forwarding copies to applicant; dean; department chair; and department promotion committee chair. Initial and final recommendations are placed in file.
	Th 11-21-24	
	M 12-02-24	
6.c.	1 day	Provost sends file forward to president.**
	Tu 12-03-24	

6.d.	3 days	
	Tu 12-03-24	Applicant may respond in writing to any unresolved differences regarding provost evaluation. Response must be sent to president and becomes a part of the promotion file in the provost's recommendation section.
	Th 12-05-24	
7.	10 days	
	W 12-04-24	President reviews file and writes initial recommendation to applicant, forwarding copies to provost; dean; department chair; and department promotion committee chair.
	W 01-22-25	
7.a.	2 days	
	Th 01-23-25	Applicant may request an appeal hearing on the initial recommendation.
	F 01-24-25	
7.b.	3 days	
	M 01-27-25	On request applicant will receive hearing by president. President writes final recommendation to applicant, forwarding copies to provost; dean; department chair; and department promotion committee chair.
	W 01-29-25	

* Library dean recommendation and candidate response are addressed/forwarded to provost. Following library dean review, library faculty file is forwarded to provost for university level review (with all NTT promotion files).

**Provost's decision is final step for Librarian unless candidate elects to appeal to president.