

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.	F 09-08-23	Applicant submits promotion file to department chair / library dean.
2.	1 day M 09-11-23	Chair / library dean forwards file to department promotion committee.
3.	5 days Tu 09-12-23 M 09-18-23	Department promotion committee reviews file and writes initial recommendation. Though addressed to chair / library dean, copy is sent only to applicant at this time.
3.a.	2 days Tu 09-19-23 W 09-20-23	Applicant may request an appeal hearing of the initial recommendation.
3.b.	3 days Th 09-21-23 M 09-25-23	Applicant may insert additional materials in file. 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.c.	1 day Tu 09-26-23	Department promotion committee forwards file to chair / library dean.
3.d.	3 days Tu 09-26-23 Th 09-28-23	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 back of department promotion committee's recommendation section.
4.	5 days W 09-27-23 Tu 10-03-23	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.
4.a.	2 days W 10-04-23 Th 10-05-23	Applicant may insert additional materials in file. Applicant may request an appeal hearing on initial recommendation.
4.b.	3 days F 10-06-23 Tu 10-10-23	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.

4.c. 1 day
W 10-11-23

Chair / library dean forwards file to dean.* The candidate may not insert additional materials into the file once it leaves the department.

4.d. 3 days
W 10-11-23
F 10-13-23

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 back of department chair's recommendation section.

5. 10 days
Th 10-12-23
W 10-25-23

Dean reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to applicant, department chair, and department promotion committee chair.

5.a. 2 days
Th 10-26-23
F 10-27-23

Applicant may request an appeal hearing on the initial recommendation.

5.b. 3 days
M 10-30-23
W 11-01-23

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.

5.c. 1 day
Th 11-02-23

Dean forwards file to provost.

5.d. 3 days
F 11-03-23
Tu 11-07-23

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.

6. 10 days
F 11-03-23
Th 11-16-23

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.

6.a. 2 days
F 11-17-23
M 11-27-23

Applicant may request an appeal hearing on initial recommendation.

6.b. 3 days
Tu 11-28-23
Th 11-30-23

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

6.c. 1 day
F 12-01-23

Provost forwards file to president**.

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| 6.d. | 3 days | |
| | F 12-01-23 | 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 back of provost's recommendation section. |
| | Tu 12-05-23 | |
| 7. | 10 days | |
| | M 12-04-23 | President reviews file and writes initial recommendation to applicant, forwarding copies to provost; dean; department chair; and department promotion committee chair. |
| | F 12-15-23 | |
| 7.a. | 2 days | |
| | Tu 01-16-24 | Applicant may request an appeal hearing on the initial recommendation. |
| | W 01-17-24 | |
| 7.b. | 3 days | |
| | Th 01-18-24 | 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. |
| | M 02-22-24 | |

* 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.