

# COLLEGE OF SCIENCES AND HUMANITIES

## 2026-2027 NON-TENURE LINE FACULTY PROMOTION CALENDAR

Note: Candidates should consult with their Department Chairs for any additional instructions and shifts internal departmental deadlines different from those reported to candidates/departments.

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| <p><b>Friday, May 29, 2026</b></p>                                                                    | <p>Department Chair reports the name of the department Non-Tenure Line (NTL) Promotion Committee Chair and committee members for AY2026-27..</p> <p>Department Chair reports the names of NTL candidates for first promotion and second promotion. Please indicate rank being sought after (e.g., Associate Teaching Professor, Senior Lecturer).</p> <p>E-mail to Associate Dean Jill Coleman and Susan Miller.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Friday, June 12</b></p>                                                                         | <p>Distribution to department and posting to the <a href="#">college webpage</a>:</p> <ul style="list-style-type: none"> <li>• College Non-Tenure Line Promotion Document to Departments</li> <li>• College Non-Tenure Line Calendar to Departments</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Friday, September 11 –<br/>can be provided earlier</b></p> <p><b>DOCUMENT<br/>REVISIONS</b></p> | <p><b>Department Non-Tenure Faculty Promotion Documents and memos due to Dean’s office</b> (E-mail to Jill Coleman; copy Susan Miller.)</p> <p><b>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>:</b></p> <ol style="list-style-type: none"> <li>1. New or updated Non-Tenure Faculty Promotion Document</li> <li>2. Standard coversheet to the Provost indicating the document changed.<br/>Coversheet also provided on CSH Documents website.</li> <li>3. Memo to the Provost describing changes (including mandatory changes from the university or college levels); or submission of new document</li> </ol> <p><b>If NO changes are being made this year please provide <u>electronically</u>:</b></p> <ol style="list-style-type: none"> <li>a. Standard coversheet to the Provost indicating no changes other than the date of use (no document submission is necessary)</li> </ol> <p>NOTE: Significant documents changes in 2026—2027 are expected from the college and university levels.</p> |
| <p><b>Friday, October 2</b></p> <p><b>PROMOTIONS</b></p>                                              | <p>Materials for faculty requesting consideration for promotion to <b>Associate level AND Senior or Professor level</b></p> <p><b>Submission on Faculty Success (Digital Measures) <u>required</u> for <u>all promotion</u> candidates.</b></p> <p><b>Departments will receive workflow notifications from Faculty Success with these college due dates. Departments will need to upload:</b></p> <ol style="list-style-type: none"> <li>1. <b>Non-Tenure Line Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean</b><br/>Letters should include: <ol style="list-style-type: none"> <li>a. Faculty member’s name and role in the unit</li> <li>b. Years of service and years at current rank/title</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                    |

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|                                                                    | <ul style="list-style-type: none"> <li>c. Justification for promotion in the area of teaching excellence (or other primary area of specialization)</li> <li>d. Additional accomplishments in scholarship and/or service</li> <li>e. Committee votes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Friday, March 12</b></p> <p><b>MULTI-YEAR EXTENSIONS</b></p> | <p>Materials for faculty requesting consideration for <b>multi-year contract extensions</b> (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"> <li>1. <b>Non-Tenure Line Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean</b><br/>Letters should include: <ul style="list-style-type: none"> <li>a. Faculty member's name and role in the unit</li> <li>b. Years of service and years at current rank/title</li> <li>c. Justification for continued multi-year contract extension in the area of teaching excellence (or other primary area of specialization)</li> <li>d. Additional accomplishments in scholarship and/or service</li> <li>e. Committee votes (if applicable)</li> </ul> </li> <li>2. <b>Candidate's Vita Form and/or Accomplishments since Last Promotion or Contract Extension (using Faculty Success CV or other format)</b></li> <li>3. <b>Required Supplemental Materials</b> <ul style="list-style-type: none"> <li>a. Student Evaluations (Quantitative Scores and Qualitative Comments)</li> <li>b. Peer/Chair Evaluations</li> </ul> </li> </ol> |