

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 internal departmental deadlines different from those reported to candidates/departments.

Friday, May 29, 2026	Department Chair reports the name of the department Non-Tenure Line (NTL) Promotion Committee Chair and committee members for AY2026-27.. 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). E-mail to Associate Dean Jill Coleman and Susan Miller.
Friday, June 12	Distribution to department and posting to the college webpage: • College Non-Tenure Line Promotion Document to Departments • College Non-Tenure Line Calendar to Departments
Friday, September 11 – can be provided earlier DOCUMENT REVISIONS	Department Non-Tenure Faculty Promotion Documents and memos due to Dean’s office (E-mail to Jill Coleman; copy Susan Miller.) 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>: 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 If NO changes are being made this year please provide <u>electronically</u>: a. Standard coversheet to the Provost indicating no changes other than the date of use (no document submission is necessary) NOTE: Significant documents changes in 2026—2027 are expected from the college and university levels.
Friday, October 2 PROMOTIONS	Materials for faculty requesting consideration for promotion to Associate level AND Senior or Professor level Submission on Faculty Success (Digital Measures) <u>required</u> for <u>all promotion</u> candidates. Departments will receive workflow notifications from Faculty Success with these college due dates. Departments will need to upload: 1. Non-Tenure Line Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean Letters should include: a. Faculty member’s name and role in the unit b. Years of service and years at current rank/title

	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
Friday, March 12 MULTI-YEAR EXTENSIONS	Materials for faculty requesting consideration for multi-year contract extensions (3-Year for Associate Level and 5-Year for Senior/Professor Level) 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: 1. Non-Tenure Line Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean Letters should include: 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 a. Student Evaluations (Quantitative Scores and Qualitative Comments) b. Peer/Chair Evaluations