**Friday, April 24, 2020**

- Distribution of College Non-Tenure Faculty Promotion Document to Departments
- Distribution of College P&T Vita form to Departments
- Distribution of College P&T Calendar to Departments

Posting of each document above to the College web page.

**Monday, May 4**

Sample College Non-Tenure Faculty Promotion Vitae are made available for review by faculty.

**Wednesday, July 1**

Department Chair reports the names of Non-Tenure Faculty Candidates for promotion to Associate Lecturer or Associate Teaching Professor to the Dean’s Office. (e-mail to Jill Coleman; copy Susan Miller)

**Friday, September 4 – can be provided earlier**

Department Non-Tenure Faculty Promotion Documents and memos due to Dean’s office  (Email 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 **electronically**:

1. New or updated Non-Tenure Faculty Promotion Document
2. Memo to the Provost
   a. Describing changes
   b. Indicating submission of new document for the first time

If **NO changes are being made** this year please provide **electronically**:

1. Memo to the Provost indicating no changes other than the date of use (no document submission is necessary)

**Friday, October 9**

**Friday, November 6**

Materials for faculty requesting consideration for promotion to **Associate levels**…

Materials for faculty requesting consideration for promotion to **Senior or Professor levels**…

Please provide **3 paper copies** and **1 electronic copy** (via Susan Miller) of the following:

1. **Contract Faculty Committee and Department Chair Letter(s) of Recommendation to the Dean.**
   Letters should include:
   a. Faculty member’s name
   b. Role in the unit
   c. Years of service
   d. Years at current rank/title
   e. Justification for promotion in the area of excellence in teaching
   f. Additional accomplishments in scholarship and/or service
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, October 9</td>
<td><strong>2. Candidate’s Vita Form</strong></td>
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<td>Friday, November 6 (continued)</td>
<td>Supplemental materials should be held by the department until review through the Provost’s level is completed. (Materials from the Dean are due to the Provost’s office by 11/13/20 so please hold supplemental materials until end of fall semester.)</td>
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<td>Friday, December 7</td>
<td>Final deadline for completion of any reconsideration or appeal proceedings.</td>
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