# College of Sciences and Humanities

## 2022-2023 Non-Tenure Line Faculty Promotion Calendar

<table>
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<tr>
<th>Month</th>
<th>Events</th>
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| **May 2022**   | Distribution of College Non-Tenure Line 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. |
| **May 2022**   | Sample College Non-Tenure Faculty Promotion Vitae are made available for review by faculty. |
| **Friday, July 1** | Department Chair reports the names of Non-Tenure Faculty Candidates for promotion (E-mail to Jill Coleman; copy Susan Miller) |
| **Friday, September 2 – can be provided earlier** | 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 electronically:  
                  1. New or updated Non-Tenure Faculty Promotion Document  
                  2. Standard coversheet (new in 2021) 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 electronically:  
                  a. Standard coversheet (new in 2021) to the Provost indicating no changes other than the date of use (no document submission is necessary) |
| **Friday, October 7** | Materials for faculty requesting consideration for promotion to Senior or Professor level |
| **Friday, November 4** | Materials for faculty requesting consideration for promotion to Associate levels… |

## Promotions

Please provide 1 paper copy and 1 electronic copy (via Susan Miller) of the following:  
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 (if applicable)
<table>
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<tr>
<th>Date</th>
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<tr>
<td>Friday, October 7</td>
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| Friday, November 4 (continued)| 2. Candidate’s Vita Form  
3. Supplemental Materials*  
   a. Student Evaluations (Quantitative Scores and Comments)  
   b. Peer/Chair Evaluations  

*Additional supplemental materials should be held by the department until review through the Provost level is completed.|
| Friday, December 2            | Final deadline for completion of any reconsideration or appeal proceedings for promotion.                                                             |
| Friday, March 3               | Materials for faculty requesting consideration for multi-year contract extensions (3-Year for Associate Level and 5-Year for Senior/Professor Level)  

MULTI-YEAR EXTENSIONS

Please provide 1 paper copy and 1 electronic copy (via Susan Miller) of the following:  
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  
3. Supplemental Materials*  
   a. Student Evaluations (Quantitative Scores and Comments)  
   b. Peer/Chair Evaluations  

*Additional supplemental materials should be held by the department until review through the Provost level is completed.