

NTT PROMOTION PROCESS TIMELINE WITH DEADLINES

(Deadlines are subject to change based on final UH NTT Promotion Process Timeline)

NTT Promotion College Representatives:
Associate Dean for Faculty and Staff (Dr. Mimi Lee) and Michelle Yates

TASK	TIMELINE WITH DEADLINES
Pre-promotion review <i>Along with standard annual performance review</i>	Year 3 Year 1-6
Chair engages NTT candidate in discussion of preparation for NTT review	During Fall Semester year 5
University NTT Guidelines and a list of NTT faculty up for mandatory review are distributed to the colleges. HTT SharePoint site will also be made available to NTT Promotion College Representative(s)	Prior to the end of May
NTT Promotion College Representative(s) provides university, college and department guidelines along with the college timeline to NTT Faculty who will undergo review	June/July
NTT Promotion College Representative(s) will complete electronic face sheets in the NTT SharePoint site hosted by the Provost	June/July
Requests for accelerated review must be made in writing to the department chair by April 23 and have the approval of the dean. Documentation that the request for such a non-mandatory, accelerated review has been approved by the dean should be forwarded to the Office of the Provost prior to May 1.	April 23 – May 1
Candidate submits CV and representative works to Department Chair for Department Chair to provide to reviewers	June 1
Department Chair requests a minimum of three review letters for promotion, secures reviewers' agreement to participate in the review, and provides access to CV and representative works for candidate(s). If candidate is going up for NTT full professor, at least one of the reviewer letters come from an external "arms-length" reviewer of higher rank.	June 5 - 12
<i>Administrative: NTT Promotion College Representative(s) meets with Department Committee; Department Committee elects a committee chair, and newly elected chair advises NTT Promotion College Representative(s) who will be serving as committee chair</i>	August 24 – August 31
NTT Candidate completes and submits electronic dossier through the University SharePoint site for on-campus reviews	August 20
Department Chair 1) compiles all reviews from reviewers, and 2) completes and uploads a) reviewer packet b) appointment materials, and c) NTT guidelines	August 27
<i>Administrative Tasks Period for NTT Promotion College Representative(s) Faculty Affairs – Level change</i>	August 31 – September 4

NTT Promotion College Representative(s) notify Department Committee of access to the candidate dossier and to commence review	September 4 – September 10
Department Committee completes independent review of the candidates and notifies NTT Promotion College Representative(s) of completion and provides signed recommendation letter to Chair	October 2
<i>Administrative: NTT Promotion College Representative(s) meets with College Committee; College Committee elects committee chair, and newly elected chair notifies NTT Promotion College Representative(s) who will be serving as committee chair</i>	September 21 – October 2
Department Chair completes independent review (includes opportunity for candidate to respond at each step) and Department Chair uploads department level review packet with cover sheet and notifies NTT Promotion College Representative(s) of completion	October 2
<i>Administrative Task Period for NTT Promotion College Representative(s) and Faculty Affairs – Level Change</i>	October 2 – October 9
NTT Promotion College Representative(s) notify College Committee of access to candidate dossier and to commence review	October 9
College NTT Committee completes review and provides signed recommendations and any response materials to NTT Promotion College Representative(s) (includes opportunity for candidate to respond and reconsideration)	October 30
<i>Administrative Task Period for NTT Promotion College Representative(s) and Faculty Affairs – Level Change</i>	October 30 – November 6
Dean completes review {including candidates' opportunity to respond} and informs Faculty Affairs. If a negative recommendation for promotion is likely, please contact the Associate Provost for Faculty Affairs to discuss it as soon as possible but <u>at least two weeks before the submission deadline of March 1</u>	March 1
Faculty Affairs forwards recommendations to the Provost for review	April - May
Provost approves/denies NTT Promotions and sends out letters	May - June
Candidate is notified of promotion and/or REA NTT Decision by Provost's Office	May - June
Non-Tenure Track Promotion and Renewable Employment Agreement (REA) is applicable) becomes effective beginning of the next Academic Year	September 1