

**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 reviews</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. NTT SharePoint site will also be made available to NTT Promotion College Representative(s).	Prior to the end of May
NTT Promotion College Representative(s) provide 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
Candidate submits CV and representative works to Department Chair for Department Chair to provide to reviewers.	July 2024
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. 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.  <b><i>NOTE: Completion deadline for reviewers to be stated as September 22 in the review request.</i></b>	August 9, 2024
<i>Administrative: NTT Promotion College Representative(s) meets with Department Committee, Department Committee elects committee chair and newly elected chair advises NTT Promotion College Representative(s) who will be serving as committee chair</i>	<i>September 26 – October 10, 2024</i>
NTT candidate completes and submits electronic dossier through the University SharePoint site for on-campus reviews	October 7, 2024

Department Chair 1) compiles all reviews from reviewers, and 2) completes and uploads a) reviewer packet, b) appointment materials, and c) NTT guidelines.	September 20 – October 11, 2024
<i>Administrative Tasks Period for NTT Promotion College Representative(s) and Faculty Affairs – Level Change</i>	<i>October 11 – October 18, 2024</i>
NTT Promotion College Representative(s) notify Department Committee of access to candidate dossier and to commence review	October 18, 2024
Department Committee completes independent review of the candidates' dossiers (includes opportunity for candidate to respond at each step before November 9), notifies NTT Promotion College Representative(s) of completion and provides signed recommendation letter to Chair	November 8, 2024
<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>	<i>November 6 – November 15, 2024</i>
Chair completes independent review (includes opportunity for candidate to respond at each step before November 22) and Department Chair uploads department level review packet with cover sheet and notifies NTT Promotion College Representative(s) of completion	November 22, 2024
<i>Administrative Tasks Period for NTT Promotion College Representative(s) and Faculty Affairs – Level Change</i>	<i>November 22 – December 2, 2024</i>
NTT Promotion College Representative(s) notify College Committee of access to candidate dossier and to commence review	December 4, 2024
College NTT Committee completes review and provides signed recommendation and any response materials to NTT Promotion College Representative(s) (includes opportunity for candidate to respond and reconsideration to occur before January 29)	January 29, 2025
<i>Administrative Tasks Period for NTT Promotion College Representative(s) and Faculty Affairs – Level Change</i>	<i>January 30 – February 6, 2025</i>
Dean completes review (including candidate 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 as soon as possible but <u>at least two weeks before the submission deadline of March 1.</u>	<b>March 3, 2025</b>
Faculty Affairs forwards recommendation 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) (if applicable) becomes effective beginning of the next Academic Year	September 1st