

## 2017/2018 Non-Tenure Track Promotion Dates

Date	Responsible Individual or Committee	Task
August 2017	Provost	Announce NTT Promotion deadline dates.
October 16	Dept. Chair	Confirmation of NTT candidates – names sent to the Provost.
October 23	Provost	Send instructions for creating electronic dossiers to candidates and letters to chairs requesting solicitation of external reference letters for those candidates to be considered for promotion to Full NTT Professor (Research or Teaching).
December 8	Provost	Complete election of NTT campus committee representatives.
January 15, 2018	Provost	Schedule meeting with NTT campus committee representatives to review procedures and initiate chair election.
February 5	Dept. Chair	Electronic dossier including department committee narrative and chair narrative and candidate rebuttal(s) due to Provost Office ( <a href="mailto:mstprovostpandt@mst.edu">mstprovostpandt@mst.edu</a> ).
March 5	NTT Campus Committee	NTT campus committee complete deliberations and notify Provost of votes. Provide narrative for addition to dossier (emailed to <a href="mailto:mstprovostpandt@mst.edu">mstprovostpandt@mst.edu</a> ) and brief rationale for provost to provide candidate.
March 12	Provost	Provost notifies candidates of NTT campus committee vote, recommendations and rationale.
March 19	Candidate	Candidate rebuttal to NTT campus committee submitted to Provost for inclusion in dossier. VP&D notified dossiers with rebuttal information ready for review.
1 <sup>st</sup> Monday in April (April 2)	Vice Provost and Dean	Vice Provost/Dean completes review of dossier, prepares recommendation, notifies candidate and emails recommendation to Provost ( <a href="mailto:mstprovostpandt@mst.edu">mstprovostpandt@mst.edu</a> ) for inclusion in dossier.
April 9	Candidate	Submit rebuttal information to Vice Provost/Dean for inclusion in dossier ( <a href="mailto:mstprovostpandt@mst.edu">mstprovostpandt@mst.edu</a> ).
April 16	Provost	Provost completes review of dossier, prepares recommendation and notifies candidate and campus committee.
April 23	Candidate	Submit rebuttal information to Provost for inclusion in dossier.
April 23	NTT Campus Committee	Includes supplemental letter in dossier, if requested and agreed upon. Letter provided to Provost for inclusion in dossier.
April 27	Provost	Dossiers made available to Chancellor for decision.
May 14	Chancellor	Chancellor's decisions announced to candidates and forwarded to Provost.

\*The representatives from the T/TT promotion and tenure committee that serve on the NTT campus promotion committee shall include the four chairs of the area subcommittees together with the promotion and tenure campus committee representatives from those departments with NTT candidates under consideration.

The Provost will provide a list of eligible NTT faculty to serve on the committee. Representatives will be elected from this list by NTT faculty members on campus so that the NTT promotion committee is constituted of approximately two-thirds representatives from the tenured and tenure track promotion and/or tenure committee and one-third representatives from the list of eligible NTT faculty.