

2016/2017 Non-Tenure Track Promotion Dates

Date	Responsible Individual or Committee	Task
4 th Monday in Aug. (Aug. 22)	Provost	Announce NTT Promotion deadline dates.
1 st Monday in Oct. (Oct. 3)	Dept. Chair	Confirmation of NTT candidates – names sent to the Provost.
2 nd Monday in Oct. (Oct. 10)	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).
3 rd Monday in Jan. (Jan. 16)	Provost	Complete election of NTT campus committee representatives.
4 th Monday in Jan. (Jan 23)	Provost	Schedule meeting with NTT campus committee representatives to review procedures and initiate chair election.
2 nd Monday in Feb. (Feb 13)	Dept. Chair	Electronic dossier including department committee narrative and chair narrative and candidate rebuttal(s) due to Provost Office (mstprovostpandt@mst.edu).
2 nd Monday in Mar. (Mar 13)	NTT Campus Committee	NTT campus committee complete deliberations and notify Provost of votes. Provide narrative for addition to dossier (emailed to mstprovostpandt@mst.edu) and brief rationale for provost to provide candidate.
3 rd Monday in Mar. (Mar 20)	Provost	Provost notifies candidates of NTT campus committee vote, recommendations and rationale.
4 th Monday in Mar. (Mar 27)	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 st Monday in April (April 3)	Vice Provost and Dean	Vice Provost/Dean completes review of dossier, prepares recommendation, notifies candidate and emails recommendation to Provost (mstprovostpandt@mst.edu) for inclusion in dossier.
2 nd Monday in April (April 10)	Candidate	Submit rebuttal information to Vice Provost/Dean for inclusion in dossier (mstprovostpandt@mst.edu).
3 rd Monday in April (April 17)	Provost	Provost completes review of dossier, prepares recommendation and notifies candidate and campus committee.
4 th Monday in April (April 24)	Candidate	Submit rebuttal information to Provost for inclusion in dossier.
4 th Monday in April (April 24)	NTT Campus Committee	Includes supplemental letter in dossier, if requested and agreed upon. Letter provided to Provost for inclusion in dossier.
5 th Friday in April (April 28)	Provost	Dossiers made available to Chancellor for decision.
2 nd Monday in May (May 8)	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.