2018-2019 Non-Tenure Track Promotion Timeline

E-portfolios in Interfolio for non-tenure promotions need to be submitted to the Office of the Provost by January 7, 2019. Careful preparation is required and the Provost Memorandum for Non-Tenure Track e-Portfolio Guidelines for 2018-2019 must be strictly followed. Please visit the Provost website for additional pertinent documents relating to promotion and tenure.

- **October 12, 2018:** Due: Submit promotion e-portfolio with completed Department Promotion Committee review including Promotion Committee Chairperson’s letter), Department Chairperson's/Director’s Letter, and any rebuttal from the candidate to the Dean’s Office (Faculty Affairs)

- **November 9, 2018:** Due: College P&T Committee recommendation to Dean (P&T committee chair submits voting results and creates promotion committee letter)  
  * The e-portfolio should contain the addition of the Report of the College P&T Committee Chair.

- **November 14, 2018:** Due: Candidate’s review (and rebuttal if any) of College P&T Committee recommendation; candidate has 5 days to respond  
  * The e-portfolio should contain the addition of the candidate's reply to the College P&T Committee Chairperson’s report, if any. The portfolio will then be submitted to the Dean.

- **December 14, 2018:** Due: Dean's letter of evaluation completed  
  * The e-portfolio should contain the addition of the letter from the Dean.

- **December 19, 2018:** Due: Candidate’s review (and rebuttal if any) of Dean's recommendation; candidate has five days to respond  
  * The e-portfolio should contain the addition of the candidate's reply to the Dean's letter, if any.

- **January 7, 2019:** Due: E-portfolios submitted to the Office of the Provost for review by the University Promotion and Tenure Committee