

## **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**