

# Academic Affairs <sup>(v)</sup>

Office of the Provost and Academic Affairs

## NTTF Promotion Timeline

The timing of the preparation, submission, and evaluation of the promotion dossier follows a timeline similar to the tenure-track-faculty promotion and tenure process. NTTF promotion files will be accepted on a rolling basis. Files that are received in Academic Affairs by April 1 will be decided on by the provost by June 1. The provost will notify the candidate in writing, with promotion taking effect at the beginning of the next fiscal year or with the next contract renewal, whichever comes first.

Typical cases may follow this rough timeline:

### **Prior academic year**

- Candidate notifies department or unit head of intent to be considered no later than June 15 for 9-month; June 30 for 12-month faculty

### **Fall term - Preliminary Work**

- Candidate provides current CV, statement, and other materials as applicable to their unit head or office manager
- Identification and solicitation of external reviewers (if applicable)

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## November 1

- Deans, unit directors, vice presidents (as applicable) send Academic Affairs a confirmed list of those NTTF in the school/college who are being considered for promotion

## Winter term - School/College Review

- Personnel Committee (elected): report and vote
- Dean, vice president, or director: review dossier and report and make recommendation
- Dean, vice president, or director shares report and recommendation with candidate. The candidate has 10 days from receipt of the dean/vice president/director's report and recommendation to provide responsive material or information which will be included in the evaluation file.

## February 1 - April 1

- Submission period for NTTF promotion dossiers to Academic Affairs

## April 1

- Priority deadline for submission of NTTF promotion files to Academic Affairs for a decision by June 1

## Spring term - University Review

- Provost (with input from Academic Affairs and the Office of the Vice President for Research and Innovation): review of promotion files; decision is made for each candidate

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**QUICK LINKS**

Current UA CBA (/sites  
/academicaffairs2.uoregon.edu

/files

/2015-2018\_cba\_final\_linked\_0.pdf)

UO Policy Library

(http://policies.uoregon.edu/)



Faculty Handbook

(/faculty-handbook)

Forms and Templates

(/content/academic-affairs-  
forms)

Workshops (/workshops)

Departmental & Unit

Policies (/content

/departmental-policies)

Academic Leadership

Contact List (/content

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**RESOURCES**

Tenure-Track Faculty (/ttf)

Non-Tenure-Track Faculty  
(/nttf)

New Hires (/new-hires)

Academic Affairs Archive

(/content/academic-affairs-  
archive)

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