

**CALENDAR DEADLINES FOR NON-TENURE TRACK PROMOTION PROCESS
THE ANDREW YOUNG SCHOOL OF POLICY STUDIES**

**FOR ANY DATE THAT FALLS ON THE WEEKEND OR A HOLIDAY,
THE EFFECTIVE DEADLINE BECOMES THE NEXT WORKDAY.**

**NOTE: THIS DOES NOT CAUSE ANY SHIFT IN THE
REMAINDER OF THE SCHEDULE**

<i>DATE</i>	<i>RESPONSIBLE PARTY</i>	<i>ACTION</i>
January 23	Dean's Office	The College Human Resources Officer notifies the College Promotion and Tenure committee & Unit Heads to start the Promotion and Tenure process.
February 15	Chair, College P&T	The P&T Committee announces date & holds an Informational Committee meeting to discuss NTT promotion and procedures. The meeting is open to all AYS faculty.
March 1	Candidate	Eligible faculty members who intend to apply for promotion respond in writing to his/her respective unit head with copies to the Chair, College P&T Committee.
July 31	Candidate	Candidate submits completed dossier (1 hard copy/1 electronic copy) to his/her respective unit head.
August 31	Candidate	Final date candidate can add materials to his/her dossier.
September 1	Unit Head	The unit head ensures the unit's NTT Promotion Committee is in place.
September 5	Unit Head	The unit head forwards the candidate's dossier to the unit's NTT Promotion Committee.
October 5	Unit NTT Promotion Committee	Unit NTT Promotion Committee presents its statements of assessment and recommendation to the respective unit head. Any dissenting letters are sent as well. A copy of the recommendation letter, and any dissent letters, are sent to the candidate.
October 8-10	Candidate	1) A candidate's response, if any, to the unit committee's letter of recommendation, and any dissenting letters, is due to the unit head within three (3) business days of receiving the report.

2) A candidate wishing to withdraw from further consideration informs his/her unit head in writing within **five (5)** business days of receiving the report.

October 20 Unit Head

The unit head prepares a letter of recommendation to the chair of the College Committee on NTT Promotion, and sends the letter along with the unit committee's letter, any dissenting letters, and the candidate's dossier to the College committee chair. A copy of the unit head's letter is sent to the candidate.

October 23-25 Candidate

1) A candidate's response, if any, to the unit head's letter of recommendation is due to the College Committee within **three (3)** business days of receiving the report.

2) A candidate wishing to withdraw from further consideration informs his/her unit head in writing within **five (5)** business days of receiving the report.

December 1 College Committee on
NTT Promotion

The committee forwards its letter of recommendation, the unit head's letter, the unit level committee's letter, and any dissenting letters plus the dossier to the Dean. A copy of the College committee's recommendation letter, and any dissenting reports, are sent to the candidate and the unit head.

December 4 Candidate

A candidate's response, if any, regarding the College committee's recommendation is due to the dean (with a copy to the unit head) within **three (3)** business days of receiving the report.

January 15 Dean

The Dean completes the review of the candidate's materials. The candidate and his/her unit head are informed in writing of the Dean's recommendation.

January 18-28 Candidate

1) A candidate's response, if any, regarding the College's final recommendation is due to the Dean **three (3)** business days from the date of the Dean's letter.

2) A candidate wishing to withdraw from further consideration informs the Dean in writing within **five (5)** business days from the date of the Dean's letter.

3) A candidate wishing to appeal a negative recommendation from the Dean has **ten (10)** business days from the receipt of the Dean's letter in which to appeal, in writing, to the Provost.

The exact dates listed below are for the notification of the outcomes of College and University review that will be determined by the Office of the Provost and communicated to the University faculty in advance of each year's NTT promotion cycle. The dates listed may vary each year.

March 31 The Dean forwards the promotion recommendations, positive and negative, to the Provost by the date established by the Provost's office.

May 2 Provost notifies the President and Dean of candidate recommendations. Within three business days of receiving the Provost's recommendations, the Dean notifies the candidates.

Provost responds to appeals from candidates, providing the candidate and Dean with a statement of the bases upon which the appeal is supported or rejected.

A candidate wishing to appeal the Provost's negative recommendation or decision regarding an appeal may appeal, in writing, to the President within ten business days of the date of the Provost's letter.

May 30 President completes review of NTT promotion cases, notifies the Dean of promotion decisions and responds to appeals from candidates.

Within **three (3)** business days of receiving the President's decisions, the Dean notifies the candidates.