

**Penn State Harrisburg**  
**Promotion and Tenure Review Calendar**  
**Non-Tenure Line Review Schedule**

**Note:** if the date lands on a weekend, the action is due the following Monday

<b>Date</b>	<b>Action</b>	<b>Applicable to</b>
<b>January 15</b>	Eligible Candidates who believe they meet the requirements for promotion to the third rank express interest to their School Director that they wish to be nominated for promotion ( <b>for the next review cycle</b> )	Non-Tenure Line – Promotion to Third Rank Candidates
<b>February 1</b>	Promotion to the Third Rank Candidates – submit their CV and other relevant materials to School Director for review ( <b>for the next review cycle</b> )	
<b>February 15</b>	School Director as Academic Administrator will determine if the candidate should or should not be nominated for promotion. If the School Director determines that the candidate does not meet the School criteria for promotion to the third rank, they must provide written feedback to the Candidate ( <b>for the next review cycle</b> )	
<b>February 15</b>	If School Director determines that the Candidate meets the School criteria for promotion to the third level, they will notify the Candidate and the Chancellor’s Office of their nomination ( <b>for the next review cycle</b> )	
<b>March 10</b>	Candidates (if not nominated by School Director) completing their third year (and thereafter) in the second rank may choose to pursue an alternative nomination for promotion. Candidates need to provide a minimum of two written nomination letters from full teaching/clinical or research professors. Nomination letters should be sent to the School Director ( <b>for the next review cycle</b> )	
<b>March 30</b>	If Candidate is not nominated by their School Director, the Chancellor will review the two (or more) nomination letters from full Teaching/Clinical or Research Professors and will notify the Candidate if their nomination has been accepted ( <b>for the next review cycle</b> )	
<b>July 15 - Sept 15</b>	All eligible NTL Candidates begin to prepare their dossier	All Candidates
<b>TBA</b>	<b>Vice Chancellor for Academic Affairs conducts workshop for Non-Tenure Line faculty and administrators</b>	<b>Chancellor’s Office</b>
<b>November 1</b>	School Director notifies NTL candidates to finalize dossier and supplemental materials	Non-Tenure Line Candidates – All Others
<b>December 1</b>	Candidates finalize NTL dossiers and supplemental materials with School Director	
<b>December 10</b>	ASMs submit (electronically) NTL dossiers to HR Consultant for format review	
<b>December 10 – January 20</b>	HR Consultant returns NTL dossiers to School ASMs	
<b>January 30</b>	Candidates finalize NTL dossiers and supplemental materials with School Director	
<b>February 1</b>	Deadline for all candidates to submit factual information/materials to be included in dossiers currently under review	All Candidates
<b>February 5</b>	Candidate submits final copy of NTL dossier and supplemental materials to School Director for distribution to School Committee	Non-Tenure Line Candidates – All Others

<b>February 20</b>	School Committees return NTL dossiers to School Directors	Non-Tenure Line Candidates – All Others
<b>March 1</b>	School Directors submit NTL dossier reviews to College Committee	
<b>April 15</b>	College Committee submits NTL dossier reviews to College Dean	
<b>April 25</b>	College Dean prepares NTL dossiers and distributes to HR Consultant for final internal processing	
<b>Early May</b>	<b>Deadline for College Dean to certify to the Office for Faculty Affairs that all NTL candidate dossiers have been reviewed</b>	<b>Chancellor’s Office</b>
<b>May 1 to June 1</b>	<b>College Dean sends notification to NTL candidates regarding promotion review status</b>	
<b>May 1 to June 1</b>	<b>College elections are held to identify College NTL Committee Members for upcoming review cycle</b>	