

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

*If the date lands on a weekend, the action is due Monday

Date...*	Action...
July 15 - Sept 15	<ul style="list-style-type: none"> • School Directors notify eligible NTL candidates and request draft dossiers to submit to Consultation Committees
TBA	<ul style="list-style-type: none"> • Vice Chancellor for Academic Affairs conducts workshop for Non-Tenure Line faculty and administrators
November 1	<ul style="list-style-type: none"> • Consultative Committee completes review of eligible NTL dossiers
November 1	<ul style="list-style-type: none"> • Chancellor/Vice Chancellor for Academic Affairs confirms number of NTL candidates that can be put forward
November 15	<ul style="list-style-type: none"> • School Director notifies selected NTL candidates to finalize dossier and supplemental materials
December 1	<ul style="list-style-type: none"> • Candidates finalize NTL dossiers and supplemental materials with School Director
December 10	<ul style="list-style-type: none"> • ASMs submit (electronically) NTL dossiers to HR Consultant for format review
December 10 – January 20	<ul style="list-style-type: none"> • HR Consultant returns NTL dossiers to School ASMs
January 30	<ul style="list-style-type: none"> • Candidates finalize NTL dossiers and supplemental materials with School Director
February 1	<ul style="list-style-type: none"> • Deadline for all candidates to submit factual information/materials to be included in dossiers currently under review
February 5	<ul style="list-style-type: none"> • Candidate submits final copy of NTL dossier and supplemental materials to School Director for distribution to School Committee
February 20	<ul style="list-style-type: none"> • School Committees return NTL dossiers to School Directors
March 1	<ul style="list-style-type: none"> • School Directors submit NTL dossier reviews to College Committee
April 15	<ul style="list-style-type: none"> • College Committee submits NTL dossier reviews to College Dean
April 30	<ul style="list-style-type: none"> • College Dean prepares NTL dossiers and distributes to HR Consultant for final internal processing
Early May	<ul style="list-style-type: none"> • Deadline for College Dean to certify to the Office for Faculty Affairs that all NTL candidate dossiers have been reviewed
May 1 to June 1	<ul style="list-style-type: none"> • College Dean sends notification to NTL candidates regarding promotion review status
May 1 to June 1	<ul style="list-style-type: none"> • College elections are held to identify College NTL Committee Members for upcoming review cycle

Legend:

Non-Tenure Line Candidates

All Candidates

Chancellor's Office