

Penn State Harrisburg Non-Tenure Line Promotion Calendar*

School Director Non-Tenure Line Suggested Timeline

July

- School Directors notify eligible Non-Tenure Line (NTL) candidates and request draft dossiers to submit to Consultative Committee - **Jul 15** - **Sept 15**

September

- School Directors notify eligible NTL candidates and request draft dossiers to submit to Consultative Committee - **Jul 15** - **Sept 15**

November

- Consultative Committee completes review of eligible NTL dossiers - **Nov 1**
- Chancellor/ Vice Chancellor confirms number of NTL Candidates that can be put forward - **Nov 1**
- School Director notifies selected NTL candidates to finalize dossier and supplemental materials - **Nov 15**

January

- HRC returns NTL dossiers to School ASMs - **Dec 10** - **Jan 20**
- Candidates finalize NTL dossier and supplemental materials with School Director - **Jan 30**

March

- School Directors submit NTL dossier reviews to College Committee - **Mar 1**

May

- Deadline for College Dean to certify to the Office for Faculty Affairs that all NTL candidate dossiers have been reviewed - **Early May**
- College Dean makes final decisions and notification to NTL candidates regarding promotion review status. - **May 1** - **June 1**
- College elections are held to identify College NTL Committee Members for upcoming review cycle

1	2	3	4	1	2	3	4	5	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4								
JUNE				JULY					AUGUST					SEPTEMBER				OCTOBER					NOVEMBER					DECEMBER					JANUARY				FEBRUARY					MARCH					APRIL				MAY					
School Director NTL Suggested Timeline																																																								
JUNE				JULY					AUGUST				SEPTEMBER					OCTOBER				NOVEMBER				DECEMBER					JANUARY				FEBRUARY				MARCH					APRIL				MAY								
1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4

June

- College NTL Committee announced with Chancellor's appointments

August

- School Directors notify eligible NTL candidates and request draft dossiers to submit to Consultative Committee - **Jul 15** - **Sept 15**

October

- College Dean announces College Non-Tenure Line (NTL) Promotion College Committee
- Vice Chancellor for Academic Affairs conducts workshops for NTL faculty and administrators - **TBA**

December

- Candidates finalize NTL dossiers and supplemental materials with School Director - **Dec 1**
- ASCs submit NTL dossiers to ASC for NTL Promotion for format review - **Dec 10**

February

- Deadline for all candidates to submit factual materials to be included in dossiers currently under review - **Feb 1**
- Candidate submits final copy of NTL dossier and supplemental materials to School Director for distribution to School Committee - **Feb 5**
- School Committee return NTL dossier to School Directors - **Feb 20**

April

- College Committee submits NTL dossiers to College Dean - **Apr 15**
- College Dean completes NTL reviews - **Apr 30**

Legend:
 Non-Tenure Track Candidates
 All Candidates
 = Firm Deadline

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