

Appendix A – NTE Promotion Schedule and Documents

NTE – Promotion Schedule for 2023-2024

October 6, 2023 (Fri)	Deadline for candidate to initiate the promotion process by submitting to the Department Chair (Dean for candidates at the Lake Campus) the complete Promotion Document (Section 13.4.1.1)
October 27, 2023 (Fri)	Deadline for the Department Chair to (1) review the Promotion Document, (2) add a letter recommending for or against the promotion to the candidate's Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Dean (not applicable for candidates at the Lake Campus)
November 14, 2023 (Tue)	Deadline for candidate to submit to the Dean a rebuttal to the Department Chair's letter (Section 13.4.4.2) (not applicable for candidates at the Lake Campus)
January 12, 2024 (Fri)	Deadline for College Senior Lecturer (Clinical Assistant Professor) Promotion Committee to complete its review of each Promotion File and add its written recommendation to the Promotion File
January 19, 2024 (Fri)	Deadline for the Dean to (1) notify the candidate in writing of the recommendation and vote of the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, and (2) provide a copy of the College Committee's written recommendation to the candidate
February 5, 2024 (Mon)	Deadline for candidate to submit to the Dean a rebuttal to the College Committee's written recommendation
February 16, 2024 (Fri)	Deadline for the Dean to (1) review the Promotion File, (2) add a letter recommending for or against the promotion to the candidate's Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Provost
March 11, 2024 (Mon)	Deadline for candidate to submit to the Provost a rebuttal to the Dean's letter
March 25, 2024 (Mon)	Deadline for the Provost to (1) review the Promotion File, (2) add a statement to the Promotion File recommending for or against the promotion, (3) give a copy of the statement to the candidate, and (4) forward the Promotion File to the University President for consideration and recommendation to the Board of Trustees. If the Provost disagrees with the Dean's recommendation, they will, as part of (2) and (3), add a written explanation to the Promotion File and promptly send a copy to the candidate.
April 1, 2024 (Mon)	Deadline for candidate to notify the University President and the AAUP-WSU Grievance Officer of their intent to file an appeal
April 8, 2024 (Mon)	Deadline for candidate to submit an appeal and supporting documentation to the University President and the AAUP-WSU Grievance Officer
TBD	President presents candidates who have not filed an appeal to Board of Trustees for approval

NTE – Promotion Schedule for 2024-2025

October 4, 2024 (Fri)	Deadline for candidate to initiate the promotion process by submitting to the Department Chair (Dean for candidates at the Lake Campus) the complete Promotion Document
October 25, 2024 (Fri)	Deadline for the Department Chair to (1) review the Promotion Document, (2) add a letter recommending for or against the promotion to the candidate’s Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Dean (not applicable for candidates at the Lake Campus)
November 12, 2024 (Tue)	Deadline for candidate to submit to the Dean a rebuttal to the Department Chair’s letter (not applicable for candidates at the Lake Campus)
January 10, 2025 (Fri)	Deadline for College Senior Lecturer (Clinical Assistant Professor) Promotion Committee to complete its review of each Promotion File and add its written recommendation to the Promotion File
January 17, 2025 (Fri)	Deadline for the Dean to (1) notify the candidate in writing of the recommendation and vote of the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, and (2) provide a copy of the College Committee’s written recommendation to the candidate
February 3, 2025 (Mon)	Deadline for candidate to submit to the Dean a rebuttal to the College Committee’s written recommendation
February 14, 2025 (Fri)	Deadline for the Dean to (1) review the Promotion File, (2) add a letter recommending for or against the promotion to the candidate’s Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Provost
March 10, 2025 (Mon)	Deadline for candidate to submit to the Provost a rebuttal to the Dean’s letter
March 24, 2025 (Mon)	Deadline for the Provost to (1) review the Promotion File, (2) add a statement to the Promotion File recommending for or against the promotion, (3) give a copy of the statement to the candidate, and (4) forward the Promotion File to the University President for consideration and recommendation to the Board of Trustees. If the Provost disagrees with the Dean’s recommendation, they will, as part of (2) and (3), add a written explanation to the Promotion File and promptly send a copy to the candidate.
March 31, 2025 (Mon)	Deadline for candidate to notify the University President and the AAUP-WSU Grievance Officer of their intent to file an appeal
April 7, 2025 (Mon)	Deadline for candidate to submit an appeal and supporting documentation to the University President and the AAUP-WSU Grievance Officer
TBD	President presents candidates who have not filed an appeal to Board of Trustees for approval

NTE – Promotion Schedule for 2025-2026

October 3, 2025 (Fri)	Deadline for candidate to initiate the promotion process by submitting to the Department Chair (Dean for candidates at the Lake Campus) the complete Promotion Document
October 24, 2025 (Fri)	Deadline for the Department Chair to (1) review the Promotion Document, (2) add a letter recommending for or against the promotion to the candidate’s Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Dean (not applicable for candidates at the Lake Campus)
November 12, 2025 (Wed)	Deadline for candidate to submit to the Dean a rebuttal to the Department Chair’s letter (not applicable for candidates at the Lake Campus)
January 9, 2026 (Fri)	Deadline for College Senior Lecturer (Clinical Assistant Professor) Promotion Committee to complete its review of each Promotion File and add its written recommendation to the Promotion File
January 16, 2026 (Fri)	Deadline for the Dean to (1) notify the candidate in writing of the recommendation and vote of the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, and (2) provide a copy of the College Committee’s written recommendation to the candidate
February 2, 2026 (Mon)	Deadline for candidate to submit to the Dean a rebuttal to the College Committee’s written recommendation
February 13, 2026 (Fri)	Deadline for the Dean to (1) review the Promotion File, (2) add a letter recommending for or against the promotion to the candidate’s Promotion File, (3) give a copy of the letter to the candidate, and (4) transmit the Promotion File to the Provost
March 9, 2026 (Mon)	Deadline for candidate to submit to the Provost a rebuttal to the Dean’s letter
March 23, 2026 (Mon)	Deadline for the Provost to (1) review the Promotion File, (2) add a statement to the Promotion File recommending for or against the promotion, (3) give a copy of the statement to the candidate, and (4) forward the Promotion File to the University President for consideration and recommendation to the Board of Trustees. If the Provost disagrees with the Dean’s recommendation, they will, as part of (2) and (3), add a written explanation to the Promotion File and promptly send a copy to the candidate.
March 30, 2026 (Mon)	Deadline for candidate to notify the University President and the AAUP-WSU Grievance Officer of their intent to file an appeal
April 6, 2026 (Mon)	Deadline for candidate to submit an appeal and supporting documentation to the University President and the AAUP-WSU Grievance Officer
TBD	President presents candidates who have not filed an appeal to Board of Trustees for approval