

## NDSU PROMOTION AND TENURE EVALUATION (PTE) TIMELINE Effective 2024-25

This timeline should be used as a guide in preparing department/college guidelines.  
Colleges to set deadlines that allow for departmental process to occur in a timely manner.

**In units that require external reviews:** Candidate submits recommendations for external reviewers. Department Chair selects external reviewers. Candidate submits materials for external reviewers to Department Chair. Department Chair sends candidate materials to external reviewers with deadline for receipt of review letters at least one week prior to submission of portfolio.

DEADLINE	ACTION
<i>As directed by Department Chair</i>	Candidate submits complete portfolio to Department Chair. Department Chair makes portfolio available to Departmental PTE Committee.
<b>October 11, 2024</b>	Department Chair and Departmental PTE Committee recommendations are made and candidate is informed in writing. <a href="#">Candidate has 14 calendar days to respond.</a>
<b>October 25, 2024</b>	Department Chair and Departmental PTE Committee written recommendations, and candidate responses are added to the portfolio and sent to the Dean's Office. Dean's Office makes materials available to College PTE Committee.
<b>December 13, 2024</b>	Dean's recommendations are made and candidates are informed in writing. <a href="#">Candidate has 14 calendar days to respond.</a> College PTE Committee's recommendations are made and candidate is informed in writing. <a href="#">Candidate has 14 calendar days to respond.</a>
<b>December 27, 2024</b>	Dean and College PTE Committee written recommendations, and candidate responses are added to portfolios and sent to the Office of the Provost.
<b>January 3, 2025</b>	Office of the Provost/Faculty Affairs makes promotion and tenure files available for review by the Provost's PTE Advisory Committee (Policy 352.6.10).
<b>Jan. 21-23, 2025</b>	Provost's PTE Advisory Committee meets with the Provost.
<b>January 24, 2025</b>	Recommendations for senior lecturer promotions submitted to Office of the Provost/Faculty Affairs.
<b>February 7, 2025</b>	Provost's recommendations are made and Office of the Provost/Faculty Affairs informs candidates in writing of Provost's recommendations. <a href="#">Candidate has 14 calendar days to respond.</a>
<b>February 21, 2025</b>	Provost's written recommendations, candidate responses, and promotion and tenure materials sent to the Office of the President.
<b>March 17, 2025 (based on NDUS/ SBHE deadlines)</b>	President's decisions on promotion and recommendations for tenure are made and candidates are informed in writing. <i>See below for appeals.</i> President's positive recommendations on tenure are forwarded to SBHE in time for action at its spring meeting.
<b>Summer 2025</b>	Promotion and tenure decisions become effective on July 1, 2025 for 12-month faculty and on August 16, 2025 for 9-month faculty.

### Conflicts of Interest - [Policy 352.5.6](#)

- Reviewers shall be recused from deliberations and decisions regarding a candidate if there is a past or current relationship that compromises, or could have the appearance of compromising, a faculty member's judgment with regard to the candidate. **Faculty members and administrators being considered for promotion may not be involved in any candidate review and recommendation process.**

### Added Materials - [Policy 352.6.4](#)

- At the time that any written materials are added to the portfolio, copies of the added material must be sent to the candidate for review. **The candidate shall have 14 calendar days to respond in writing to the additional materials.**

### Appeals Process - [Policy 350.3](#)

- Vice Provost for Faculty oversees the appeals process for any candidate who wishes to appeal a negative decision.
- Within 21 calendar days, candidate may request review of the President's decision and hearing by Standing Committee on Faculty Rights. The President considers the appeal, makes the final decision and informs the candidate in writing.

### Allegations of Misconduct - [Policy 326](#)

- Allegations of academic misconduct is reported to Office of the Provost/Faculty Affairs to be addressed with the confidentiality requirements using procedures outlined in Policy 326.

### Portfolios Submitted for Review - [Policy 352.6.2](#)

- Only the candidate may withdraw a submitted portfolio. Chair/Dean must forward the submitted portfolio together with recommendations to the next level of review.