



Career non-tenure-track faculty (NTTF) will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 annualized FTE per year. Annualized FTE per year means the average of the FTE (including 0 FTE, if applicable) for each month in the contract year. Faculty on 12-month contracts accrue FTE at 12 months per year. The contract year begins with the date of hire. The six years of employment do not have to be consecutive.

Career NTTF who will have completed five years of employment as a faculty member at or above .3 annualized FTE per year, and who have an expected appointment of .3 annualized FTE or greater for the sixth year, should initiate the promotion process by June 30 of the fifth year for promotion review in the sixth year.

Career NTTF who have already completed more than five years of employment as a faculty member at or above .3 annualized FTE per year may initiate the promotion process by June 30 of any year for promotion review in the subsequent year.

Directions:

- 1) The candidate works with the office/business manager to fill out the form.
2) Fill in the calculator below with contracted FTE for each month. Nothing over 1.0 FTE per month can count towards the average FTE; e.g., for an FTE of 1.1, enter only 1.0. The FTE average for each year must be at least .3 for it to count towards eligibility.
3) The form is submitted to the department/unit head with a notice of intent to be considered for promotion review, according to the deadline given above.
4) The complete form must be included in the promotion dossier.

Date: _____
Employee Name: _____
Department/Unit: _____
Unit Head approval: _____

Table with 15 columns: Year, July (FTE), August (FTE), September (FTE), October (FTE), November (FTE), December (FTE), January (FTE), February (FTE), March (FTE), April (FTE), May (FTE), June (FTE), Average. Includes an example row for 2013 and rows for Year 1 through Year 6.