



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 term in the contract year. Faculty on nine-month contracts may accrue FTE at no more than three terms per academic year. 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 15 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 15 of any 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 term. Nothing over 1.0 FTE per term 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 6 columns: Year, Fall (FTE), Winter (FTE), Spring (FTE), Average. Includes an example row for 2013 and rows for Year 1 through Year 6.