

Non-Tenure Track Promotion Process FAQ

1. **How do I know if I'm eligible to apply?** You are eligible to apply after the 8th semester POST earning Continuing Status. For example; If Continuing Status was earned in Fall 2022, you would be eligible to apply for Promotion Fall 2026.
2. **What information can I find on the Provost website regarding NTT Promotion?** You can find the following information at <https://provost.siu.edu/academic-administration/promotion-ntt.php>
 - Collective Bargaining Agreement: Article 17-Promotions
 - NTT Promotion Workshop dates(s)
 - Dossier Template
 - Promotion Standards by College/School
 - Dossier Submission Due Date
 - Dossier Submission Email
 - Provost Recommendation (Final Decision Date)
3. **Are there trainings that I can attend to learn more about the application process?** Yes. These are generally offered each spring. NTT Faculty are provided notification of these through the NTTFA listserv.
4. **Where did the promotion standards for each college/school come from?** Colleges were charged with creating a steering committee to create promotion standards that were inclusive to their NTT Faculty. These standards were originally approved in Spring 2019 by Deans and the Provost following recommendations by the College Steering Committees. At least two colleges have reviewed/updated their standards since then, while the others are still in the process.
5. **When are promotion dossiers due?** Submissions are generally due mid-October of each year. The specific due date will always be posted on the Provost's website and shared through the NTTFA listserv.
6. **Where do I send my promotion dossier?** You will email your dossier submission to ntt-promotion@siu.edu with subject line: Last Name/First Initial-NTT Dossier Submission Fall 2026. Applicants should also expect an email confirming receipt within 48 hours of submission.
7. **How do I send my promotion dossier?** Your dossier should be sent as a PDF. Each section (A-D) should be sent as individual PDFs. Most emails can handle about 20MB, so if yours is larger, you will either have to compress your files (preferred) or send in multiple emails. If sending multiple emails, ensure the number of emails being sent is on the subject line. For example: Smith, J-NTT Dossier Submission Fall 2026 (1 of 2).
8. **Who is appointed to the Peer Review Committee?** The Peer Review Committee is comprised of promoted NTT Faculty from the prospective colleges/schools of the current applicants. Once the Promotion Chair has been provided with the names of those who will or have applied (either by the Provost's office or the applicant themselves), the committee is created based on the programs of the applicants to

Non-Tenure Track Promotion Process FAQ

ensure a true peer review is offered. If there has not been anyone from an applicant's program who has been promoted, a promoted NTT from the college or school will be chosen. The names of the Peer Review Committee are not shared publicly.

Current Promotion Chair: Melissa Viernow mviernow@siu.edu

9. **What does the peer review process look like?** 2 people are assigned to each dossier applicant. One is designated as a first reader, while the other is the second reader. The first reader has the responsibility of writing the recommendation letter based on the consensus of the review team. The letter will identify examples of teaching excellence and innovation, based on the college/school standards of each applicant and will identify whether the applicant is or is not recommended for promotion. Each applicant will receive a copy of the Peer Review Recommendation letter prior to the dossier being moved to the Dean's Review. A Recommendation letter from the Dean's Review will also be provided to the applicant before the dossier is then moved to the Provost's Review.
10. **Are mentors available?** If an applicant is interested in working with a mentor, the Promotion Chair will work with previously promoted NTT, preferably in the prospective program, if possible, to identify a mentor.
11. **When will I be notified of the status of my promotion dossier submission?** Applicants will receive the final recommendation letter from the Provost by May 15.
12. **If I am recommended for promotion, when will I see a pay raise?** Pay raises for earned promotions are effective July 1, following the final determination from the Provost.