

NDSU PROMOTION AND TENURE EVALUATION (PTE) TIMELINE

Effective 2025-26

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 Department PTE Committee.
October 10, 2025	Candidate receives Department Chair/Head recommendation and Department PTE Committee recommendation. Candidate has 14 calendar days to respond if they choose to do so.
October 24, 2025	Department Chair/Head recommendation, Department PTE Committee recommendation, and optional candidate responses are added to the portfolio and sent to the Dean's Office. Materials are made available to the College Dean and the College PTE Committee.
December 12, 2025	Candidate receives Dean recommendation and College PTE Committee recommendation. Candidate has 14 calendar days to respond if they choose to do so.
December 26, 2025	Dean recommendation, College PTE Committee recommendation, and optional candidate responses are added to the portfolio and sent to the Office of the Provost/Faculty Affairs.
January 2, 2026	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).
January 20-22, 2026	Provost's PTE Advisory Committee meets with the Provost and Vice Provost for Faculty Affairs.
January 23, 2026	Recommendations for senior lecturer promotions submitted to the Office of the Provost.
February 6, 2026	Candidate receives Provost's recommendation. Candidate has 14 calendar days to respond if they choose to.
February 20, 2026	Provost's written recommendation and optional candidate response are added to the portfolio. Complete portfolios are sent to the Office of the President.
March 16, 2026 (based on NDUS deadlines)	Candidate receives President's decision on promotion and recommendation for tenure (if applicable). President's positive recommendations on tenure are forwarded to SBHE in time for action at its spring meeting. See Policy 350.3 below for appeals process.
Summer 2026	Promotion and tenure decisions become effective on July 1, 2026 for 12-month faculty and on August 16, 2026 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 Affairs 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.