

PROMOTION AND TENURE 2025-2026

Promotion to Distinguished Professor - Action Items and Due Dates

Below is a list describing the Distinguished Professor promotion process and action items. Each step should be **initialed and dated** by the responsible party upon completion. **This completed form must be included as part of the Dossier.**

All materials should be submitted in PDF format, with the exception of the list of external reviewers and the list of P&T Committee members.

Sarah Pisano (sarah.pisano@njit.edu), Administrative Specialist for the Office of the Provost, will be the liaison for the Distinguished Professor promotion and review process.

ACTION ITEM	RESPONSIBLE PARTY (RP)	DUE DATE	INITIALS of RP	DATE COMPLETED BY RP
<i>For nominations coming from the Department P&T Committee</i>				
CV and required materials to be submitted to Department P&T Committee	Candidate	9/26/2025		
Department P&T Committee membership shared with the Office of the Provost – (use the third tab of this template)	Department Chair	No later than 10/1/2025		
Department P&T Committee meets to review candidate package	Department P&T Committee	No later than 10/16/2025		
Names and CVs of the candidate(s) who received a $\frac{2}{3}$ approval should be shared with the Office of the Provost	Department P&T Committee	10/22/2025		
Google Shared Drive created and shared with the Department P&T Committee to be populated	Office of the Provost	10/24/2025		
Department P&T Committee uploads required materials to the Google Shared Drive Dossier, including the full list of external reviewers, using this template , and other supporting materials	Department P&T Committee	11/3/2025		
Nomination package shared with Dean via the Google Shared Drive. Department's access removed.	Office of the Provost	11/5/2025		
Dean uploads all supporting and required documentation to the Dossier in Google Shared Drive. Office of the Provost removes Dean's access.	Dean's Office	11/17/2025		

<i>For self-nominations</i>				
Faculty intending to apply for promotion to Distinguished Professor should contact the Office of the Provost with their CV so a Google Shared Drive can be created	Candidate	9/26/2025		
Google Shared Drive created and shared with the candidate	Office of the Provost	10/24/2025		
Required materials to be uploaded to the Google Shared Drive including list of external reviewers (use the first tab of this template)	Candidate	11/3/2025		
<i>For all nominations</i>				
CVs shared with Office of Research to produce report	Office of the Provost	10/24/2025		
CVs shared with Library to produce report	Office of the Provost	10/24/2025		
CVs shared with Office of Institutional Effectiveness to produce report	Office of the Provost	10/24/2025		
CVs shared with Office of Graduate Studies to produce report	Office of the Provost	10/24/2025		
Report from Office of Research due to candidate for review	Office of Research	12/12/2025		
Report from Library due to candidate for review	Library	12/12/2025		
Report from Office of Graduate Studies due to candidate for review	Office of Graduate Studies	12/12/2025		
Report from Office of Institutional Effectiveness due to candidate to review	Office of Institutional Effectiveness	12/12/2025		
Candidate must confirm data on Office of Research report	Candidate	12/17/2025		
Candidate must confirm data on Library report	Candidate	12/17/2025		
Candidate must confirm data on Office of Institutional Effectiveness report	Candidate	12/17/2025		
Candidate must confirm data on Office of Graduate Studies Report	Candidate	12/17/2025		
Any required updates to supplemental report due and final report shared with the Office of the Provost for inclusion in the Dossier	Office of Research	12/22/2025		

Any required updates to supplemental report due and final report shared with the Office of the Provost for inclusion in the Dossier	Library	12/22/2025		
Any required updates to supplemental report due and final report shared with the Office of the Provost for inclusion in the Dossier	Office of Institutional Effectiveness	12/22/2025		
Any required updates to supplemental report due and final report shared with the Office of the Provost for inclusion in the Dossier	Office of Graduate Studies	12/22/2025		
Deadline for candidate to submit additional information to the Distinguished Professors Review Subcommittee (limited to grant/contract awards and paper acceptances)	Candidate	12/22/2025		
Final reports from the Office of Research, Library, Office of Institutional Effectiveness, and Office of Graduate Studies added to the Dossier	Office of the Provost	12/23/2025		
Complete Dossiers shared with the Distinguished Professors Subcommittee	Office of the Provost	12/23/2025		
Office of the Provost solicits letters from external reviewers, indicating a requested receipt date of no later than 4/3/26	Office of the Provost	No later than 2/23/2026		
Recommendations of the Distinguished Professor Subcommittee submitted to the Provost	Distinguished Professors Review Subcommittee	No later than 5/1/2026		
Provost's recommendations submitted to the President	Provost	No later than three weeks prior to the May/June Board of Trustees Meeting*		
Final recommendations submitted to the Board of Trustees for approval	President/Provost	Distributed to Board of Trustees 10 days prior to meeting		

Approved promotions go into effect		AY2026-2027		
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**This date subject to change based on changes to the Board of Trustees meeting schedule.*