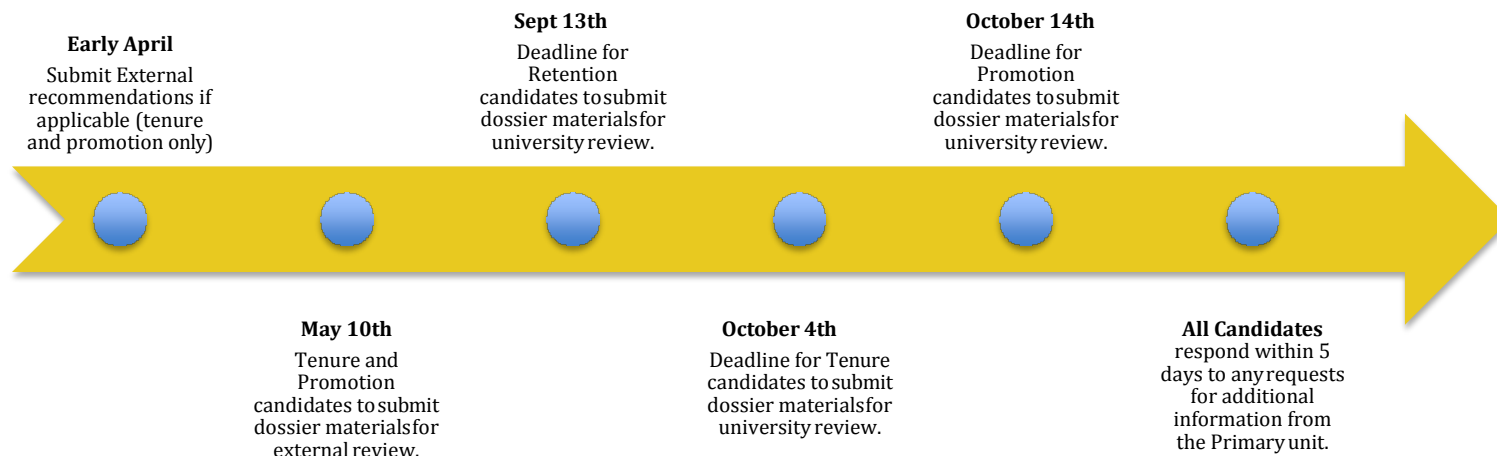


RTP Candidate Workflow

| | |
|--------------------------|--|
| Early April | Deadline for Tenure and Promotion candidates to submit recommendations of potential external reviewers (if applicable). |
| May 10 th | Deadline for Tenure and Promotion candidates to submit dossier materials to Primary review committee for external review. |
| Sept 13 th | Deadline for Retention candidates to submit dossier materials for Primary review. |
| October 4 th | Deadline for Tenure candidates to submit dossier materials for Primary review. |
| October 14 th | Deadline for Promotion candidates to submit dossier materials for Primary review. |
| Sept/Oct | All Candidates respond within 5 days* (*all reference to days is calendar days) to any requests for additional information from the Primary unit. |



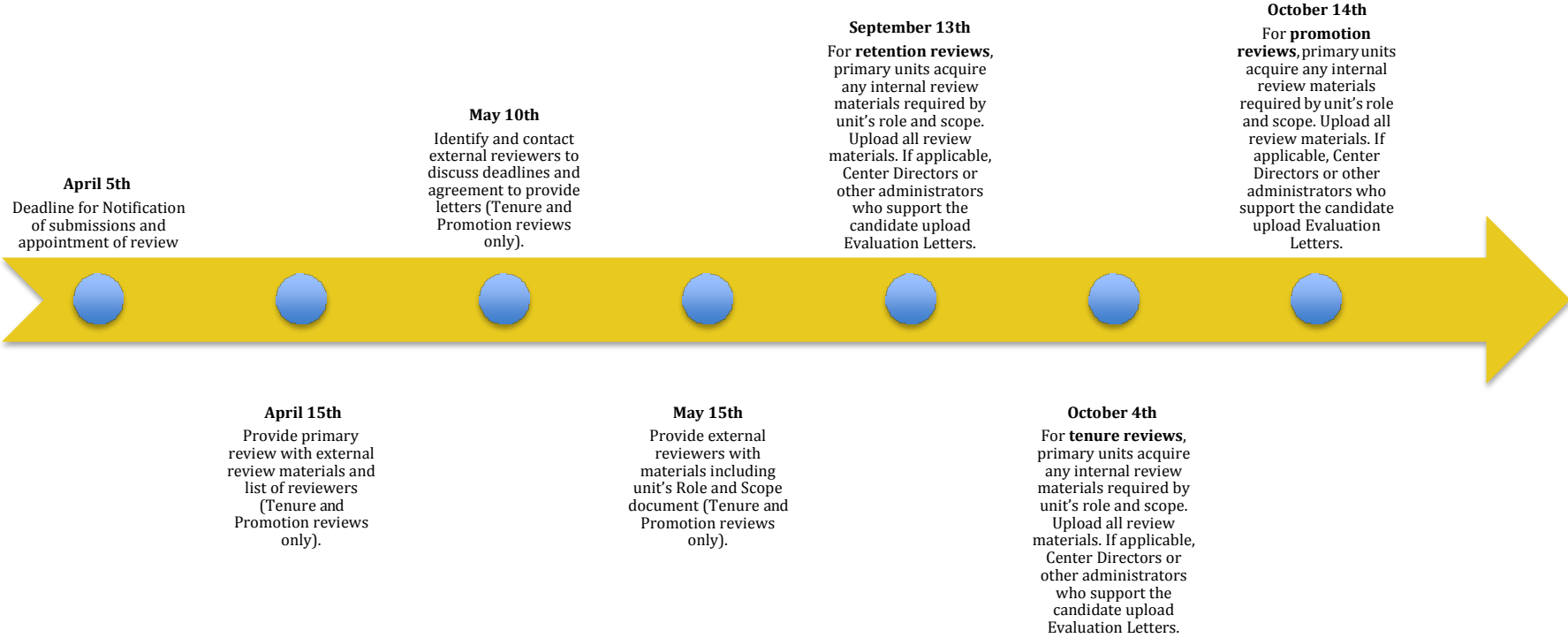
RTP Primary Review Committee Workflow

NOTE: If a candidate receives a negative recommendation (or tie vote) from a review committee or an administrative reviewer, they may submit a response to the entity that issued the Evaluation Letter(s) within five (5) days of delivery of the Evaluation Letter. The response must be limited to matters raised in the Evaluation Letters. A candidate may submit a written request to the Chair of the University Retention, Tenure and Promotion Committee (URTPC) to correct any factual error(s) in Evaluation Letters.

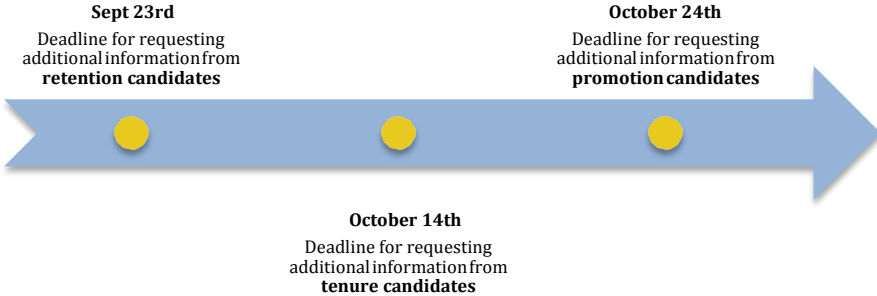
- | | |
|--------------------------|---|
| April 5 th | Deadline for Notification of submissions and appointment of review committees. |
| April 15 th | Provide Primary Review with external review materials and candidate list of reviewers (Tenure/Promotion only). |
| May 10 th | Identify and Contact external reviewers to discuss deadlines and agreement to provide letters. |
| May 15 th | Provide external reviewers with materials including unit's Role and Scope document (Tenure and Promotion reviews only). |
| Sept 13 th | For retention reviews** , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials (LoH, Annual Reviews, candidate dossier materials). If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters. |
| Oct 4 th | For tenure reviews** , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials (LoH, Annual Reviews, prior University review evaluation letters, external review letters, and candidate dossier materials). If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters. |
| October 14 th | For promotion reviews** , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials (LoH, Annual Reviews, prior University review evaluation letters, external review letters, and candidate dossier materials). If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters. |

***Before conducting a review, committee members will attend the bias-literacy training offered by the Senior Diversity and Inclusion Officer.*

RTP Primary Review Committee Workflow



Deadlines for making request to candidates



RTP Review Timeline

Before conducting a review, committee members and administrators will attend the bias-literacy training offered by the Provost office for the review cycle. At each level of review, the vote(s) will be recorded and the Evaluation Letter upload by the deadline depicted in Table 1. The candidate and primary unit administrator will receive a copy of the Evaluation Letter. If a candidate receives a negative recommendation (or tie vote) from a review committee or an administrative reviewer, they may submit a response to the entity that issued the Evaluation Letter(s) within five (5) days of delivery of the Evaluation Letter. The response must be limited to matters raised in the Evaluation Letters.

TABLE 1. Review milestones for retention, tenure and promotion reviews. AY 2019-2020

(The below are completion dates.)

| | Retention | Tenure | Promotion only |
|----------------------------|------------------|---------------|-----------------------|
| Primary Unit | October 18 | November 1 | November 15 |
| Primary Administrator | November 1 | November 15 | December 6 |
| Intermediate Committee | November 22 | December 13 | January 17 |
| Intermediate Administrator | December 13 | January 24 | February 14 |
| URTPC | January 24 | February 14 | March 6 |
| Provost | April 3 | April 3 | April 3 |
| President | April 17 | April 17 | April 17 |