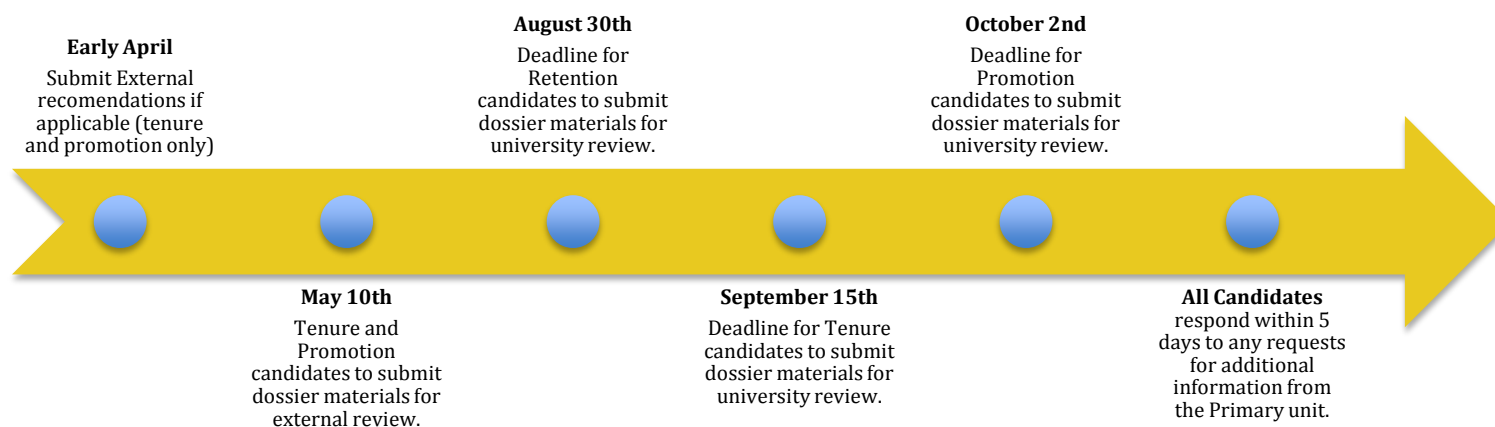# RTP Candidate Workflow

Early April *       Deadline for **Tenure and Promotion ca**ndidates to submit recommendations of potential external reviewers (if applicable).

May 10th *          Deadline for **Tenure and Promotion candidates** to submit dossier materials to Primary review committee for external review.

Aug 30th           Deadline for **Retention candidates** to submit dossier materials for university review.

Sept 15th          Deadline for **Tenure candidates** to submit dossier materials for university review.

October 2nd        Deadline for **Promotion candidates** to submit dossier materials for university review.

Sept/Oct           **All Candidates** respond within 5 days to any requests for additional information from the Primary unit.

*Effective 2018*

**Early April**
Submit External recomendations if applicable (tenure and promotion only)

**August 30th**
Deadline for Retention candidates to submit dossier materials for university review.

**October 2nd**
Deadline for Promotion candidates to submit dossier materials for university review.

**May 10th**
Tenure and Promotion candidates to submit dossier materials for external review.

**September 15th**
Deadline for Tenure candidates to submit dossier materials for university review.

**All Candidates**
respond within 5 days to any requests for additional information from the Primary unit.

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.
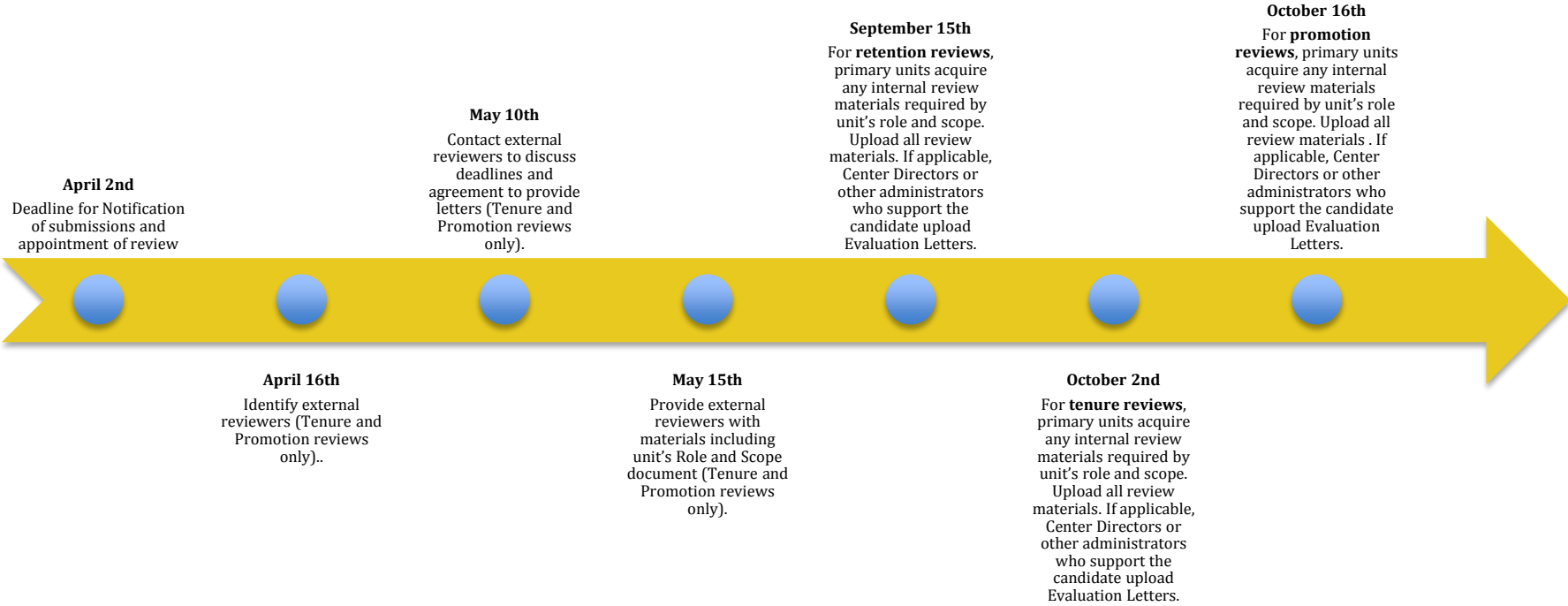
# RTP Primary Review Committee Workflow

April 2nd *          Deadline for Notification of submissions and appointment of review committees.

April 16th *         Identify external reviewers (Tenure and Promotion reviews only).

May 10th *           Contact external reviewers to discuss deadlines and agreement to provide letters (Tenure and Promotion reviews only).

May 15th *           Provide external reviewers with materials including unit's Role and Scope document (Tenure and Promotion reviews only).

Sept 15th            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 2th              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 16th         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.
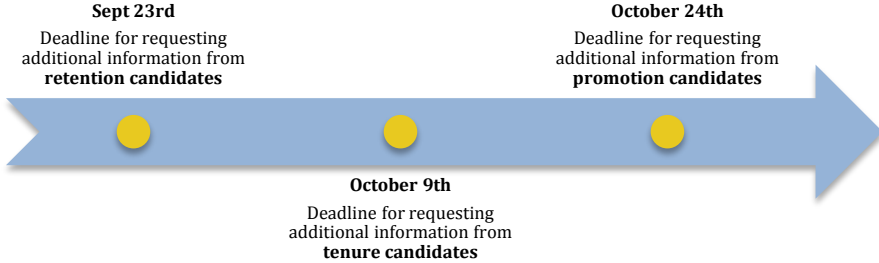
*Effective 2018*

*\*\*Before conducting a review, committee members will attend the bias-literacy training offered on dates established by the Provost office for the review cycle.*

# RTP Primary Review Committee Workflow

**April 2nd**

Deadline for Notification of submissions and appointment of review

**April 16th**

Identify external reviewers (Tenure and Promotion reviews only)..

**May 10th**

Contact external reviewers to discuss deadlines and agreement to provide letters (Tenure and Promotion reviews only).

**May 15th**

Provide external reviewers with materials including unit's Role and Scope document (Tenure and Promotion reviews only).

**September 15th**

For **retention reviews**, primary units acquire any internal review materials required by unit's role and scope. Upload all review materials. If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.

**October 2nd**

For **tenure reviews**, primary units acquire any internal review materials required by unit's role and scope. Upload all review materials. If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.

**October 16th**

For **promotion reviews**, primary units acquire any internal review materials required by unit's role and scope. Upload all review materials . If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.

## Deadlines for making request to candidates

**Sept 23rd**

Deadline for requesting additional information from **retention candidates**

**October 9th**

Deadline for requesting additional information from **tenure candidates**

**October 24th**

Deadline for requesting additional information from **promotion 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.

|  | Retention | Tenure | Promotion only |
|---|---|---|---|
| Primary Unit | October 16 | October 31 | November 15 |
| Primary Administrator | October 31 | November 15 | December 7 |
| Intermediate Committee | November 15 | December 7 | January 16 |
| Intermediate Administrator | December 7 | January 22 | February 14 |
| URTPC | January 22 | February 14 | March 7 |
| Provost | April 2 | April 2 | April 2 |
| President | April 16 | April 16 | April 16 |