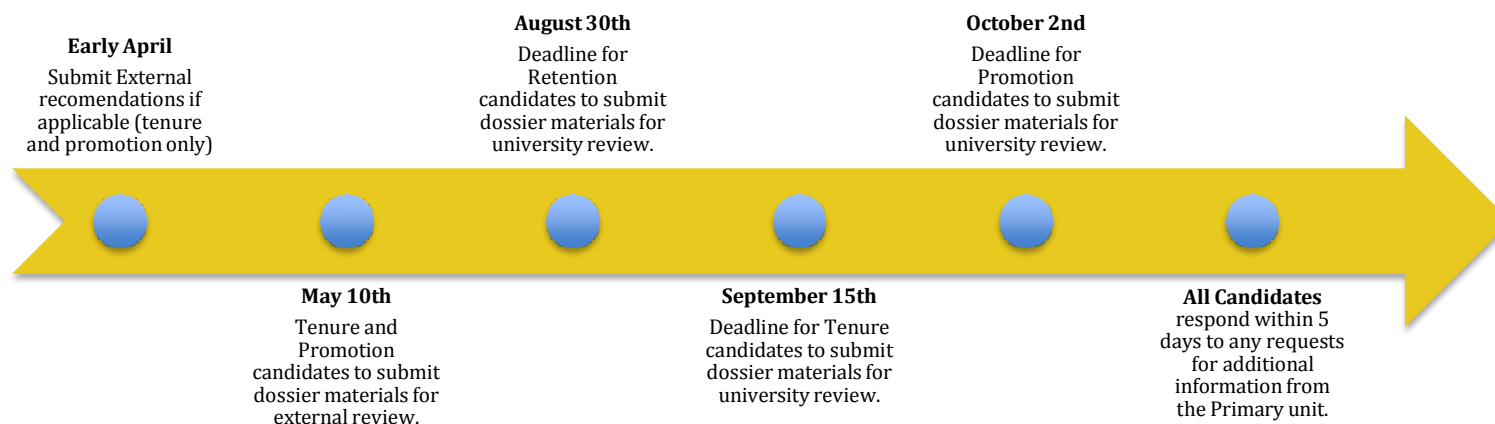


## RTP Candidate Workflow

- Early April \*      Deadline for **Tenure and Promotion** candidates to submit recommendations of potential external reviewers (if applicable).
- May 10<sup>th</sup> \*      Deadline for **Tenure and Promotion candidates** to submit dossier materials to Primary review committee for external review.
- Aug 30<sup>th</sup>      Deadline for **Retention candidates** to submit dossier materials for university review.
- Sept 15<sup>th</sup>      Deadline for **Tenure candidates** to submit dossier materials for university review.
- October 2<sup>nd</sup>      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*



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

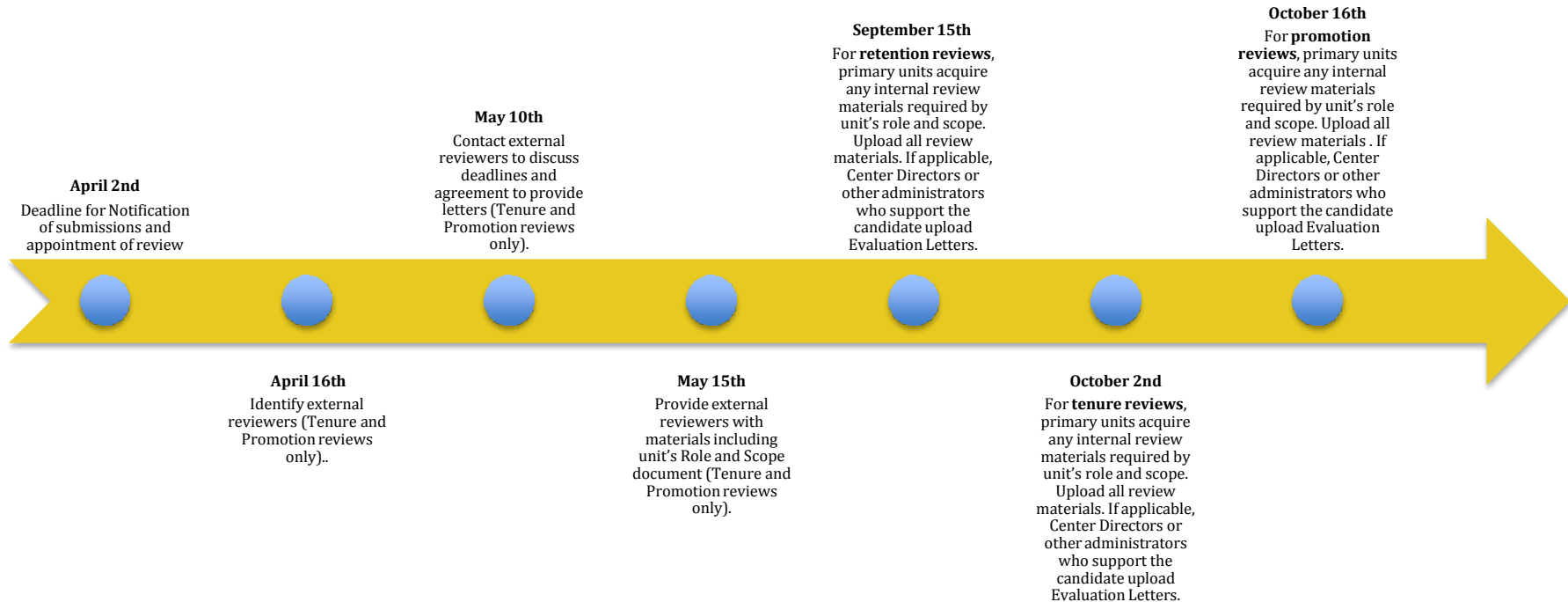
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April 2 <sup>nd</sup> *	Deadline for Notification of submissions and appointment of review committees.
April 16 <sup>th</sup> *	Identify external reviewers (Tenure and Promotion reviews only).
May 10 <sup>th</sup> *	Contact external reviewers to discuss deadlines and agreement to provide letters (Tenure and Promotion reviews only).
May 15 <sup>th</sup> *	Provide external reviewers with materials including unit's Role and Scope document (Tenure and Promotion reviews only).
Sept 15 <sup>th</sup>	For <b>retention reviews**</b> , 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 2 <sup>th</sup>	For <b>tenure reviews**</b> , 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 16 <sup>th</sup>	For <b>promotion reviews**</b> , 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.

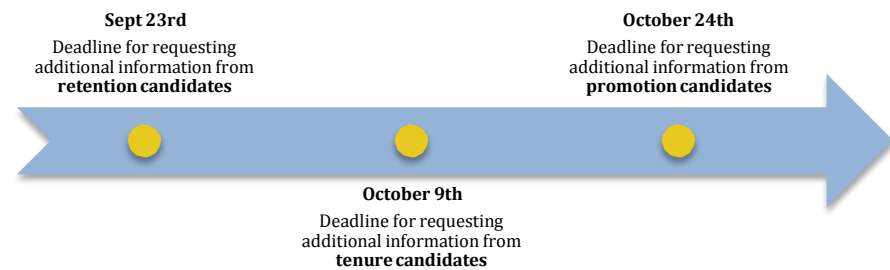
*\* Effective 2018*

*\*\*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



## 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 2018-2019

	<b>Retention</b>	<b>Tenure</b>	<b>Promotion only</b>
Primary Unit	October 16	October 31	November 15
Primary Administrator	October 31	November 15	December 7
Intermediate Committee	November 21	December 14	January 23
Intermediate Administrator	December 14	January 29	February 21
URTPC	January 29	February 21	March 14
Provost	April 2	April 2	April 2
President	April 16	April 16	April 16