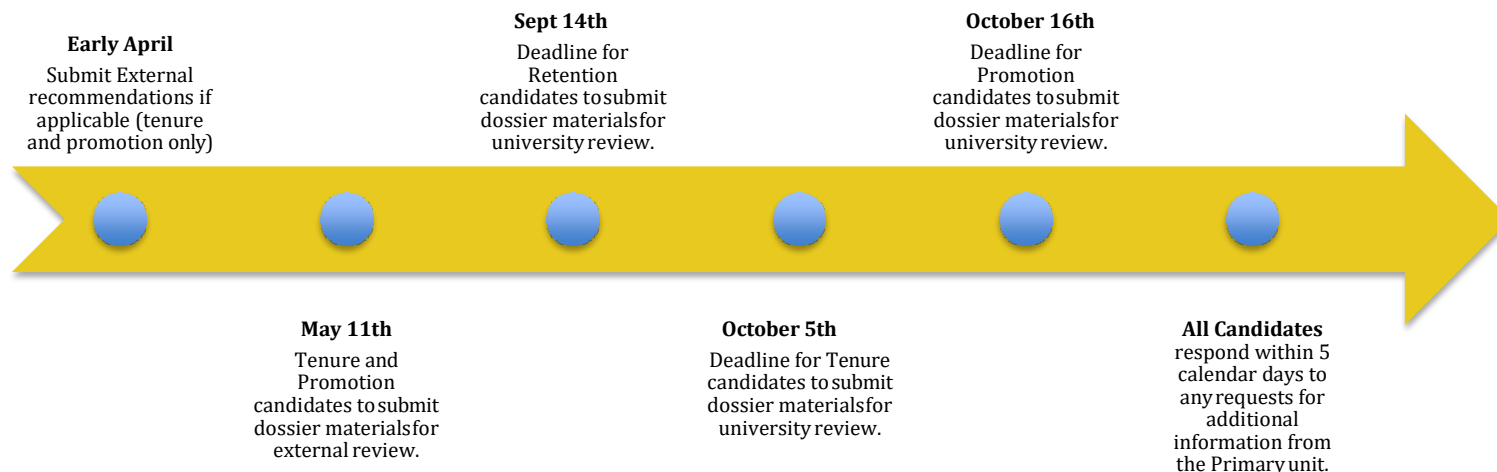


## RTP Candidate Workflow AY 20-21

Early April	Deadline for <b>Tenure and Promotion candidates</b> to submit recommendations of potential external reviewers (if applicable).
May 11 <sup>th</sup>	Deadline for <b>Tenure and Promotion candidates</b> to submit dossier materials to Primary review committee for external review.
Sept 14 <sup>th</sup>	Deadline for <b>Retention candidates</b> to submit dossier materials for Primary review.
October 5 <sup>th</sup>	Deadline for <b>Tenure candidates</b> to submit dossier materials for Primary review.
October 16 <sup>th</sup>	Deadline for <b>Promotion candidates</b> to submit dossier materials for Primary review.
Sept/Oct	<b>All Candidates</b> 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

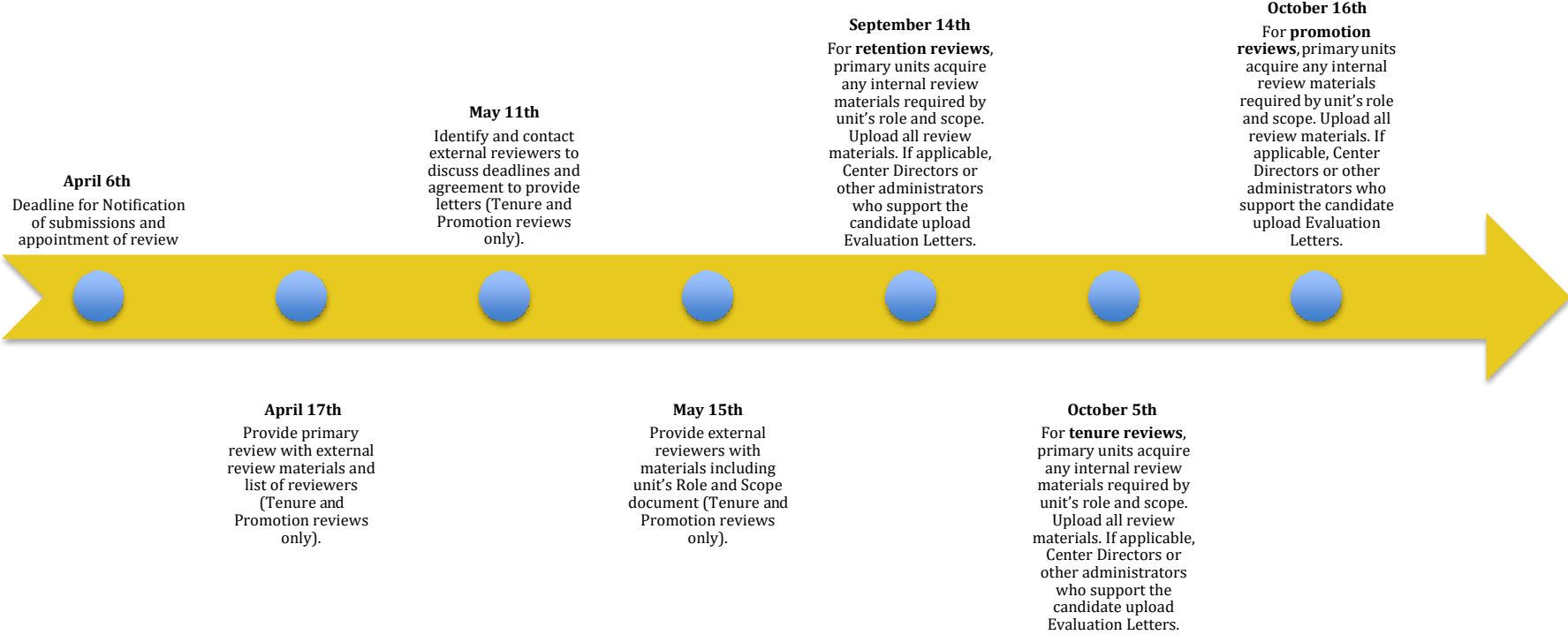
NOTE: If a candidate receives a negative recommendation (or tie vote) from a review committee or an administrative reviewer, they may submit a response to the entity that issued the Evaluation Letter(s) within five (5) days of delivery of the Evaluation Letter. The response must be limited to matters 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.

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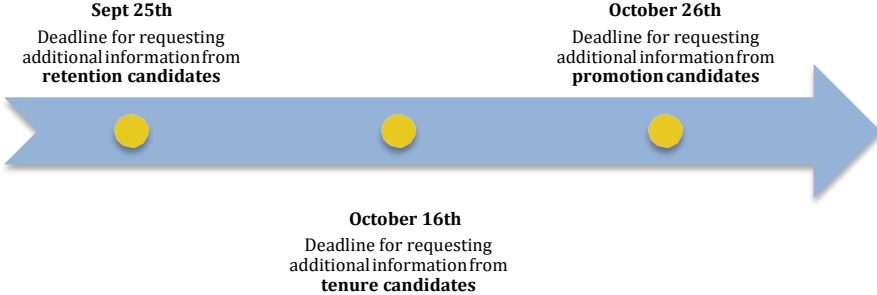
- |                          |   |
|--------------------------|---|
| April 6 <sup>th</sup>    | Deadline for Notification of submissions and appointment of review committees.  |
| April 17 <sup>th</sup>   | Provide Primary Review with external review materials and candidate list of reviewers (Tenure/Promotion only).  |
| May 11 <sup>th</sup>     | Identify and Contact external reviewers to discuss deadlines and agreement to provide letters.  |
| May 15 <sup>th</sup>     | Provide external reviewers with materials including unit's Role and Scope document (Tenure and Promotion reviews only).   |
| Sept 14 <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 5 <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. |

*\*\*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

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Before conducting a review, committee members and administrators will attend the bias-literacy training offered by the Senior Diversity and Inclusion 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) calendar 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 2020-2021  
(The below are completion dates.)

	<b>Retention</b>	<b>Tenure</b>	<b>Promotion only</b>
Primary Unit	October 19	November 2	November 16
Primary Administrator	November 2	November 16	November 24
Intermediate Committee	November 16	November 24	January 25
Intermediate Administrator	November 24	January 25	February 15
URTPC	January 25	February 15	March 8
Provost	April 5	April 5	April 5
President	April 19	April 19	April 19