# RTP Candidate Workflow AY 20-21

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Early April</td>
<td>Deadline for <strong>Tenure and Promotion candidates</strong> to submit recommendations of potential external reviewers (if applicable).</td>
</tr>
<tr>
<td>May 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for <strong>Tenure and Promotion candidates</strong> to submit dossier materials to Primary review committee for external review.</td>
</tr>
<tr>
<td>Sept 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for <strong>Retention candidates</strong> to submit dossier materials for Primary review.</td>
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<tr>
<td>October 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for <strong>Tenure candidates</strong> to submit dossier materials for Primary review.</td>
</tr>
<tr>
<td>October 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for <strong>Promotion candidates</strong> to submit dossier materials for Primary review.</td>
</tr>
<tr>
<td>Sept/Oct</td>
<td><strong>All Candidates</strong> respond within 5 days* (*all reference to days is calendar days) to any requests for additional information from the Primary unit.</td>
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*All Candidates* respond within 5 days* (*all reference to days is calendar days) to any requests for additional information from the Primary unit.

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Updated: February 6, 2020
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 6th  Deadline for Notification of submissions and appointment of review committees.

April 17th  Provide Primary Review with external review materials and candidate list of reviewers (Tenure/Promotion only).

May 11th  Identify and Contact external reviewers to discuss deadlines and agreement to provide letters.

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

Sept 14th  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 5th  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.

**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

April 6th
Deadline for Notification of submissions and appointment of review

May 11th
Identify and contact external reviewers to discuss deadlines and agreement to provide letters (Tenure and Promotion reviews only).

April 17th
Provide primary review with external review materials and list of reviewers (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 14th
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 5th
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
Deadline for requesting additional information from tenure candidates

Deadlines for making request to candidates

Sept 25th
Deadline for requesting additional information from retention candidates

October 26th
Deadline for requesting additional information from promotion candidates

October 16th
Deadline for requesting additional information from tenure candidates
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.)

<table>
<thead>
<tr>
<th></th>
<th>Retention</th>
<th>Tenure</th>
<th>Promotion only</th>
</tr>
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<tbody>
<tr>
<td>Primary Unit</td>
<td>October 19</td>
<td>November 2</td>
<td>November 16</td>
</tr>
<tr>
<td>Primary Administrator</td>
<td>November 2</td>
<td>November 16</td>
<td>December 7</td>
</tr>
<tr>
<td>Intermediate Committee</td>
<td>November 23</td>
<td>December 14</td>
<td>January 18</td>
</tr>
<tr>
<td>Intermediate Administrator</td>
<td>December 14</td>
<td>January 25</td>
<td>February 15</td>
</tr>
<tr>
<td>URTPC</td>
<td>January 25</td>
<td>February 15</td>
<td>March 8</td>
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<tr>
<td>Provost</td>
<td>April 5</td>
<td>April 5</td>
<td>April 5</td>
</tr>
<tr>
<td>President</td>
<td>April 19</td>
<td>April 19</td>
<td>April 19</td>
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