## RTP Candidate Workflow AY 22-23

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 2\textsuperscript{nd}</strong></td>
<td>Deadline for <strong>Tenure only, Tenure and Promotion to Associate Professor</strong> and <strong>Promotion to Professor candidates</strong> to submit recommendations of potential external reviewers and dossier materials for external review to Primary Review administrator.</td>
</tr>
<tr>
<td><strong>Sept 12\textsuperscript{th}</strong></td>
<td>Deadline for <strong>Retention candidates</strong> to submit dossier materials for Primary review.</td>
</tr>
<tr>
<td><strong>October 3\textsuperscript{rd}</strong></td>
<td>Deadline for <strong>Tenure only and Tenure and Promotion to Associate Professor (Tenure) candidates</strong> to submit dossier materials for Primary review.</td>
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<tr>
<td><strong>October 17\textsuperscript{th}</strong></td>
<td>Deadline for <strong>Promotion to Professor (Promotion) candidates</strong> to submit dossier materials for Primary review.</td>
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<tr>
<td><strong>Sept/Oct</strong></td>
<td><strong>All Candidates</strong> respond within 5 calendar days to any requests for additional information from the Primary unit.</td>
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**May 2\textsuperscript{nd}**
Tenure and Promotion candidates to submit dossier materials and recommendations for potential external reviews

**Sept 12\textsuperscript{th}**
Retention dossier deadline

**Oct 3\textsuperscript{rd}**
Tenure dossier deadline

**October 17\textsuperscript{th}**
Promotion dossier deadline

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*Updated: February 8, 2022*
Dossier Completion Workflow

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

May 2nd  Collect external review materials including unit’s Role and Scope document (Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor reviews).

May 9th  Identify and contact external reviewers to discuss deadlines and agreement to provide letters (Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor candidates)

September 12th  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.

October 3rd  For tenure only and tenure and promotion to associate professor 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 17th  For promotion to professor 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.
Dossier Completion Workflow

April 6th
Deadline for notification of submissions and appointment of review committees

May 2nd
Collect external review materials (Tenure & Promotion reviews only)

May 9th
Identify and contact external reviewers and agreement to provide letters.

Sept 12th
Retention dossier deadline: 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.

Oct 3rd
Tenure dossier deadline: 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 Letter

May 9th
Deadline for requesting additional information from retention candidates

May 9th
Deadline for requesting additional information from tenure candidates

Oct 10th
Deadline for requesting additional information from tenure candidates

October 17th
Promotion dossier deadline: 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 Letter

October 24th
Deadline for requesting additional information from promotion candidates

Deadlines for making request to candidates:

Updated: February 8, 2022
Before conducting a review, committee members and administrators will attend the bias-literacy training offered by the Senior Diversity and Inclusion Officer within the prior two years. At each level of review, the review will be completed by the date listed below. Each unit will be given five (5) calendar days to record votes, upload the Evaluation Letter and forward to the candidate. The candidate, primary unit administrator and Dean 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 written response to the entity that issued the Evaluation Letter within five (5) calendar days of delivery of the Evaluation Letter. The response must be limited to matters raised in the Evaluation Letters.

<table>
<thead>
<tr>
<th></th>
<th>Retention</th>
<th>Tenure</th>
<th>Promotion only</th>
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<tbody>
<tr>
<td>Primary Review Committee</td>
<td>October 17</td>
<td>October 31</td>
<td>November 14</td>
</tr>
<tr>
<td>Primary Administrator</td>
<td>October 31</td>
<td>November 14</td>
<td>December 5</td>
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<tr>
<td>Intermediate Committee</td>
<td>November 14</td>
<td>December 5</td>
<td>February 6</td>
</tr>
<tr>
<td>Intermediate Administrator</td>
<td>December 5</td>
<td>February 6</td>
<td>February 27</td>
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<tr>
<td>URTPC</td>
<td>February 6</td>
<td>February 27</td>
<td>March 13</td>
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<tr>
<td>Provost</td>
<td>April 3</td>
<td>April 3</td>
<td>April 3</td>
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<tr>
<td>President</td>
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