RTP Candidate Workflow AY 23-24

May 2\textsuperscript{nd}  Deadline for Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor candidates to submit recommendations of potential external reviewers and dossier materials for external review to Primary Review administrator.

Sept 12\textsuperscript{th}  Deadline for Retention candidates to submit dossier materials for Primary review.

October 3\textsuperscript{rd}  Deadline for Tenure only and Tenure and Promotion to Associate Professor (Tenure) candidates to submit dossier materials for Primary review.

October 17\textsuperscript{th}  Deadline for Promotion to Professor (Promotion) candidates to submit dossier materials for Primary review.

Sept/Oct  All Candidates respond within 5 calendar days to any requests for additional information from the Primary unit.
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.
Deadlines for making request to candidates:

- **Sept 19th**: Deadline for requesting additional information from retention candidates
- **October 10th**: Deadline for requesting additional information from tenure candidates
- **October 24th**: Deadline for requesting additional information from promotion candidates
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>Role</th>
<th>Retention</th>
<th>Tenure</th>
<th>Promotion only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Review Committee</td>
<td>October 10</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>
</tr>
<tr>
<td>Intermediate Committee</td>
<td>November 14</td>
<td>December 5</td>
<td>January 30</td>
</tr>
<tr>
<td>Intermediate Administrator</td>
<td>December 5</td>
<td>January 30</td>
<td>February 20</td>
</tr>
<tr>
<td>URTPC</td>
<td>January 30</td>
<td>February 20</td>
<td>March 12</td>
</tr>
<tr>
<td>Provost</td>
<td>April 2</td>
<td>April 2</td>
<td>April 2</td>
</tr>
<tr>
<td>President</td>
<td>April 16</td>
<td>April 16</td>
<td>April 16</td>
</tr>
</tbody>
</table>