Retention, Promotion and Tenure (RPT) Review
2021-22 Timeline

2021

February   Chair to schedule spring semester meetings with all faculty expected to undergo retention, promotion and/or tenure review in coming year

March   Department sends list of their candidates to Karen Roberts in the College Office. (List to include type of review and candidate's Net ID)

Early May   Candidates (along with their DA, if possible) attend RPT Information Session

May   External reviewers solicited for Tenure and/or Promotion cases

Summer   Candidates prepare their dossiers
- Scan to PDF any paper documents to be included
  - *The RPT app will not accept Word docs*
- Push to publish any materials in progress
- Update CV
- Review Dossier Organization of Contents
- Save all files, named appropriately, to hard drive

Summer*   Tenure and/or Promotion Candidate's CV, research statement and a sample of research materials sent to external reviewers *(NOTE: External reviewers are asked to review Research and Scholarship, not Teaching or Service. Not required for Mid-Pro candidates.)*

July-Aug.   Departments notified of RPT app availability. DA enters users' info into the app; sends email to candidates with information, instructions and deadlines.

Sept-Oct.*   External reviewer letters due to department

Oct. - Nov.*   After candidate submits dossier to dept., DA uploads annual and external reviewer letters and releases dossier for department faculty review.

Nov. - Dec.*   Dept. faculty reviews are completed and recommendation ballots submitted to DA. DA closes the dossier to reviewers before uploading all confidential docs to dossier. (Chair still has access to dossier with Chair role.)

December   Chair's letters of support written

2022

January**   Completed files uploaded to RPT app and submitted to College by posted deadline. (Promotion to Full and P&T due early January; Mid-Pro later in Jan.)

March-April   Dean sends letter to candidates notifying them of his recommendation to the Provost

May or June   Final decision letters from the Provost will arrive

Department to post own deadline
*** College will post exact deadlines in August 2021*