

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

2021

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| 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 | <p>Candidates prepare their dossiers</p> <ul style="list-style-type: none"> ▪ Scan to PDF any paper documents to be included <ul style="list-style-type: none"> ○ <i>The RPT app will not accept Word docs</i> ▪ 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 (<i>NOTE: External reviewers are asked to review Research and Scholarship, not Teaching or Service. External review letters not required for Mid-Pro candidates.</i>) |
| July | 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 notifies department faculty of availability for review. |
| Nov. - Dec.* | Dept. faculty reviews are completed and recommendation ballots submitted to DA. <u>DA closes the dossier to dept. reviewers before uploading all confidential documents.</u> (Chair will still have access to dossier with Chair role.) |
| December | Chair's letters of support written |

2022

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| 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 |
| By June 30 | Final decision letters from the Provost sent to candidates with Cc to Chair |

*Department to post own deadline

** College will post exact deadlines in August 2021