COLLEGE OF ARTS & SCIENCES

2024-25 Timeline for
Renewal, Promotion and Tenure (RPT) Review

2024

Feb-March   Chair to schedule spring semester meetings with all faculty expected to undergo renewal (mid-pro), promotion and/or tenure review in coming year
> For **early promotion requests**, Chairs begin College approval process

March-April   Department sends candidates' names and level of review to Karen Roberts in the College Office

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

May   External reviewers solicited for Tenure and/or Promotion cases

Summer   Candidates prepare their dossiers
- To the extent possible, finalize any materials in progress
- Download all forms from CAS RPT webpage
- Update CV using the College format
- Review <u>closely</u> Dossier Org. of Contents & File Naming Conventions
- Scan to PDF all paper documents to be included
  - *The RPT app will not accept Word docs*
- 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 (Solicitation letter template avail.)
(NOTE: External reviewers are asked to review Scholarship and/or Creative Works, not Teaching or Service. External review letters not required for Mid-Pro candidates.)

June-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 external reviewer letters and notifies department faculty of availability for review. Depending on departmental practice, annual performance reviews may be added at this time or after the dossier is closed to departmental reviewers.

Nov. - Dec.*   Dept. faculty reviews are completed and recommendation ballots submitted to DA. <u>DA closes the dossier to department reviewers before uploading all departmental-level confidential documents</u>. (Chair will still have access to the dossier with Chair role.)

Dec. – Jan.   Chair's letters of support written

2025

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 in late January; Lecturer Promotion in mid-Feb.)

March-April   Dean sends notification letter to candidates with recommendation to the Provost

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

*Unit to set its own deadline
** College will post exact deadlines in August 2024