

2008/09 PRE-RTP CALENDAR

September 26, 2008	Department or Office of Faculty Affairs provides new faculty members with copies of University Manual section 305.14
February 2, 2009	First-year faculty members submit to department RTP committee the Pre-RTP package using the appropriate pages of the Faculty Performance Review Form. The package will include a self-evaluation of teaching, professional accomplishments, and service; and a plan for satisfying RTP criteria for reappointment.
February 16, 2009	Department RTP Committee provides an evaluation to the first-year faculty member.
February 26, 2009	First-year faculty member response to department evaluation is due to the DRTPC
March 2, 2009	DRTPC forwards the package, its evaluation, and any written response to the dean.
March 16, 2009	Dean meets with faculty member to review department evaluation
March 23, 2009	Dean provides his/her evaluation to the faculty member
April 2, 2009	Faculty member responds to dean's evaluation
April 13, 2009	Pre-RTP materials are placed in faculty member's Personnel Action File (PAF).