

APPENDIX 16A(2)

CALENDAR FOR RTP EVALUATIONS 2008-09 ACADEMIC YEAR

REQUESTS FOR TENURE, PROMOTION, AND REAPPOINTMENT TO A 4TH, 5TH, OR 6TH PROBATIONARY YEAR

This calendar is based upon the procedures specified in Section 305.700 of Appendix 16 of the University Manual and upon the provisions of Articles 13-15 of the Unit 3 Collective Bargaining Agreement. DRTPC, CRTPC and URTPC are acronyms for the department, college and university RTP committees.

September 22	2008-09 RTP cycle begins.
September 29	<u>CANDIDATE</u> : Notifies DRTPC chair in writing of intent to request an RTP action(s).
October 9	<u>CANDIDATE</u> : Submits RTP package to DRTPC.
October 10	<u>DRTPC CHAIR</u> : Validates RTP package for completeness. Provides CRTPC, Dean, and AVP for Faculty Affairs a list of faculty members who have requested RTP actions.
Oct. 10 – Nov. 6	<u>DRTPC</u> : Evaluates candidates for promotion, tenure, and reappointment to a 4 th , 5 th , or 6 th probationary year.
By November 7	<u>DRTPC</u> : Informs candidate of evaluation results and recommendation. Provides candidate copy of pages 7-8 of RTP package. Any evaluation by the department chair, pages 11-12, is also due on this date.
November 8–17	<u>CANDIDATE</u> : Responds to DRTPC (and chair, if applicable) recommendation (page 9 of RTP package) with acknowledgement, response/rebuttal, or request for appeal to CRTPC. [10 calendar days]
November 18	<u>DRTPC</u> : Forwards to Dean packages of candidates that have not requested reconsideration.
Nov. 19 – Jan. 29	<u>DEAN</u> : Evaluates candidates for promotion, tenure, and reappointment to a 4 th , 5 th , or 6 th probationary year.
By January 30	<u>DEAN</u> : Informs candidates of recommendation. (Provides a copy of pages 14-15 of RTP package to candidate, DRTPC, and CRTPC.)
Jan. 31 – Feb. 9	<u>CANDIDATE</u> : Responds to Dean's recommendation (page 16 of RTP package) with acknowledgement, response/rebuttal, or request for appeal to URTPC. [10 calendar days]
February 10	<u>DEAN</u> : Forwards to URTPC (c/o Faculty Affairs) packages of candidates that have not requested appeal.
February 11 – April 10	<u>URTPC</u> : Evaluates candidates for promotion, tenure, and reappointment to a 4 th , 5 th , or 6 th probationary year.
By April 13	<u>URTPC</u> : Informs candidate of recommendation. (Provides copy of page 18 of RTP package to candidate, DRTPC, and Dean.)

CALENDAR FOR PROMOTION, TENURE, AND 4TH, 5TH, AND 6TH YEAR REAPPOINTMENTS

April 14 – 23	<u>CANDIDATE</u> : Responds to URTPC's recommendation or requests a meeting (page 19 of RTP package).] If a meeting is requested, it must occur within this time period. [10 calendar days]
April 24 – May 29	<u>PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS</u> : Reviews all RTP requests and documentation and makes recommendations.
By May 29	<u>PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS</u> : Inform candidates of final decision on requests for promotion, tenure, and reappointment to a 4 th , 5 th , or 6 th probationary year.