

Reminders to Deans, Chairs, Directors, and Staff
RTP Procedures

1. When you receive this year's RTP packet, be sure to distribute it to all faculty members who are scheduled for review or who are eligible to apply for promotion. If you are uncertain about the status of any of your faculty, check with the Office of Faculty Affairs.
2. Be sure that any faculty member who will be submitting a dossier has received a set of the new dossier tabs for this year. Tabs are available at the Office of Faculty Affairs and at the Center for Faculty Development.
3. When a dossier is submitted, review it immediately for completeness and compliance. Confirm that the current forms for retention, tenure, and promotion are included. Complete the Dossier Check-in Cover Sheet with your candidate.
4. The calendar established for RTP reviews must be followed exactly. If for some reason the dates cannot be met, a letter requesting a revision to the calendar must be sent to the AVP of Faculty Affairs for approval.
5. In December, appointments for dossier check-in will be scheduled by the Office of Faculty Affairs with Dean's Office staff. Faculty Affairs will review all dossiers for completeness and compliance.
6. After the President's decisions are announced, Faculty Affairs still has considerable work to complete, such as obtaining signatures from the Chair of the University RTP Committee and the Provost, and making copies for the Personnel Action Files. Once complete, we will schedule a time for the Dean's offices to come collect the dossiers from each college. We require a signature for each dossier that is released to the college representative.