

Office of Faculty Affairs

2017 - 2018

Late-Add Calendar

- Monday, December 4, 2017 **First Day for Submission** of “Late-Add” material requests to Faculty Affairs for review by the Late-Add Committee.
- Tuesday, December 5, 2017 Late-Add Committee Charge Meeting
- Wednesday, January 24, 2018 **Last Day for Submission** of “Late-Add” material requests to the Office of Faculty Affairs for review by the Late-Add Committee.
- Friday, February 2, 2018 **Deadline for the Late-Add Committee to Approve/Reject “Late-Add” Requests.** *Late-Add Log* and materials will be returned to the Department (approve/reject). Department RTP and Dean RTP review must be completed by deadlines below and returned to the Office of Faculty Affairs no later than 3/6/2018.
- Monday, February 5, 2018 Late Add Materials, if approved return to Departments.
Late Add Materials, if rejected return to Submitter.
- Friday, February 16, 2018 **Department Chair & Department Level Recommendations** due to Candidates.
- Monday, February 26, 2018 **Candidate Response** to Department level recommendations due.
- Tuesday, February 27, 2018 **Approved “Late-Add” Materials and Log, and candidate responses** are due to the College.
- Monday, March 5, 2018 **Dean, College & College Committee Recommendations** due to Candidates.
- Tuesday, March 6, 2018 **Approved “Late-Add” materials and Log must be delivered to the Office of Faculty Affairs.**
- Friday, March 16, 2018 **Candidate responses** to Dean and College Level recommendations are due to the Office of Faculty Affairs.

GUIDELINES FOR SUBMITTING “LATE-ADD” MATERIAL TO RTP DOSSIERS

The purpose of the “Late-Add” process is to allow faculty undergoing RTP review to insert additional material into the dossier after the dossier has been officially closed. “Late-Add” material is limited to items that **only** became available after the dossier closed and that are clearly pertinent to the RTP review. The Late-Add Committee reviews the material submitted for addition to the dossier, and based upon the above criteria, either approves or rejects the material for inclusion in the dossier.

- To submit material for review by the Late-Add Committee, complete the top portion of the *Late-Add Log* form, available in the Office of Faculty Affairs (see attached copy). Between December 4, 2017 and January 24, 2018 forward the completed form along with the materials to be considered for inclusion in the dossier to the Late-Add Committee Chair, c/o the Office of Faculty Affairs (0021).
- The submission must provide clear evidence that the information became accessible **only** after the date of the closing of the dossier and that it is pertinent.
- **Unless there has been a termination recommendation**, new material shall be accepted for admission into the dossier **only for candidates undergoing performance reviews in 3rd & 6th years, for candidates undergoing 4th or 5th year performance review of a complete dossier, and candidates who are tenured and seeking promotion**. Please note that tenure-track faculty members should place Fall semester Student Opinion of Teaching Effectiveness (SOTE) ratings in the dossier during subsequent review cycles.
- No requests to insert late-add materials will be accepted after the January 24, 2018 deadline.
- If the Late-Add Committee rejects material for inclusion in the dossier, the Committee Chair will notify the candidate in writing and the material will be returned via the Office of Faculty Affairs.
- The Late-Add Committee will evaluate all submitted material. If, in the Committee’s judgment, **the material is clearly pertinent and became accessible only after the date of the closing of the dossier**, it will be added. **We ask that candidates submit only crucial material for “Late-Add.”**
- If the Late-Add Committee accepts material submitted by a candidate for inclusion in the dossier, the material will be forwarded to the candidate’s Department, in care of the Department Chair, for review.
- In rare instances, someone submits “Late-Add” material other than the candidate. If such material is approved for inclusion in the dossier, the committee shall notify the

candidate in writing and provide him/her a ten-day response period before forwarding the material to the appropriate Department for review. Any response or rebuttal the candidate wishes to make must be sent to the Chair of the Late-Add Committee via the Office of Faculty Affairs, so that the response may be forwarded to the Department along with the “Late-Add” material.

- The Department RTP committee and the Department Chair (if making a separate recommendation) will consider the new material and may make new recommendations in light of the newly accepted material. The Department Committee shall take a new vote on the decisions about RTP. The final vote and the final recommendations shall be recorded on the *Late-Add Log* form.
- Once the Department RTP committee and the Department Chair (if making a separate recommendation) have made their recommendations, the candidate shall be notified in writing of the final recommendations by means of a copy of the *Late-Add Log* form. The candidate has ten calendar days to submit a rebuttal or response before the final recommendations, along with the “Late-Add” material, are forwarded to the College RTP Committee, via the College Dean.
- The College RTP Committee and the Dean shall also consider the new material and make final recommendations in light of it. The recommendations shall be recorded on the *Late-Add Log* form, and the candidate shall be notified by means of a copy of the *Late-Add* form. Again, the candidate shall have a ten-day period in which to submit a response or rebuttal to the College-level recommendations and/or recommendations of the Dean. Responses to the College level Committee and the Dean’s recommendations should be addressed to the University RTP Committee, via the Office of Faculty Affairs.
- **The deadline for submission of Late-Add materials is January 24, 2018.**
- **All RTP recommendations and decisions are to be kept strictly confidential. Please keep this in mind when processing and forwarding “Late-Add” materials and the recommendations associated with them.**
- **Please note: It is the responsibility of the Department Chair and the College Dean to ensure that “Late-Add” materials have been appropriately reviewed, processed and forwarded in a timely manner for the next level of review. All approved Late-Add materials and changed/unchanged recommendations based on the “Late-Add” materials must be delivered to the Office of Faculty Affairs no later than March 6, 2018 for the University RTP Committee to review.**