

Steps for Developing RTP Guidelines

1. Decide if you and your colleagues think it is useful to develop Departmental RTP guidelines at this time.
2. Consult with your Dean to determine if College guidelines will be developed, and if so, whether these will precede or follow Departmental guidelines.
3. Decide on a process for developing guidelines within your Department and for approval of them once developed.
4. Review any existing mission statements or other guiding statements.
5. Look at models. Review any existing disciplinary guidelines or accreditation standards. Check with colleagues at similar universities that have already developed guidelines.
6. Identify areas that have been misunderstood by higher level RTP committees in the past.
7. Identify areas that have been the source of difference in interpreting the quality of individual candidate's records in the past.
8. Define terms that may not have common meanings across disciplines.
9. Make key distinctions that enter into assessing the quality and significance of certain activities.
10. If appropriate, make some statement about the relative quality and significance of certain activities.
11. Consider what forms of internal and external review of certain achievements are appropriate for your candidates.
12. Explain any special expectations your Department has for what should be included in a candidate's dossier.