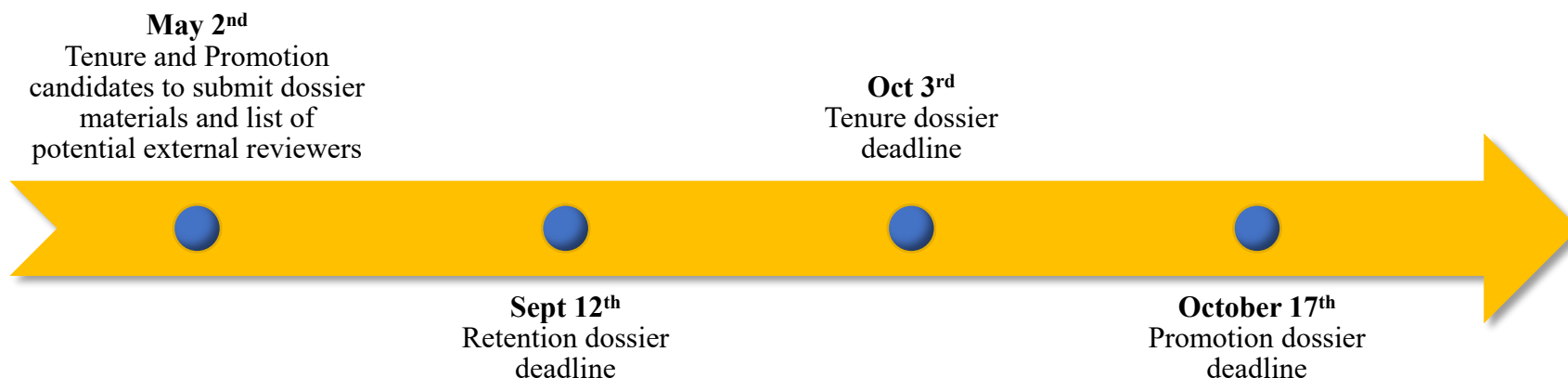


RTP Candidate Workflow AY 23-24

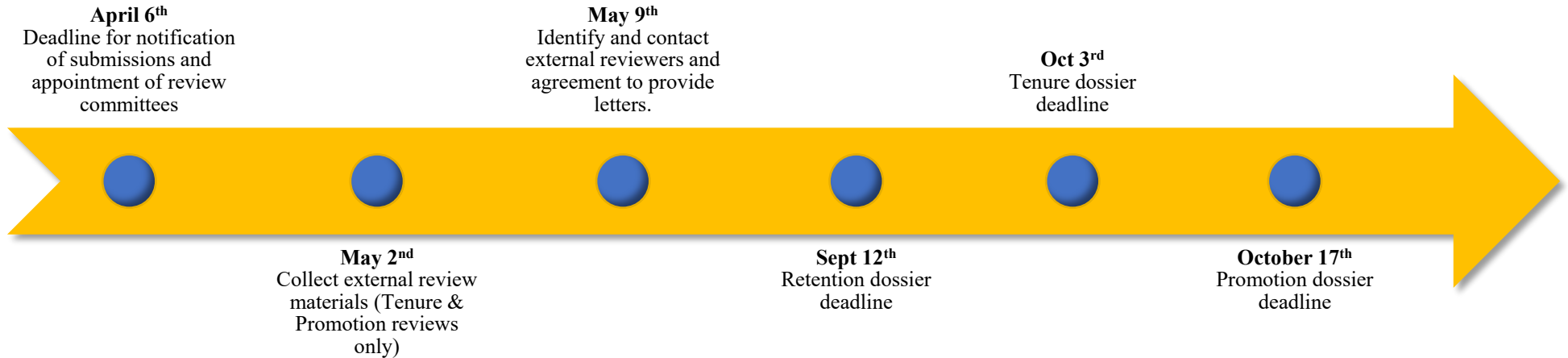
May 2 nd	Deadline for Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor candidates to submit recommendations of potential external reviewers and dossier materials for external review to Primary Review administrator.
Sept 12 th	Deadline for Retention candidates to submit dossier materials for Primary review.
October 3 rd	Deadline for Tenure only and Tenure and Promotion to Associate Professor (Tenure) candidates to submit dossier materials for Primary review.
October 17 th	Deadline for Promotion to Professor (Promotion) candidates to submit dossier materials for Primary review.
Sept/Oct	All Candidates respond within 5 calendar days to any requests for additional information from the Primary unit.



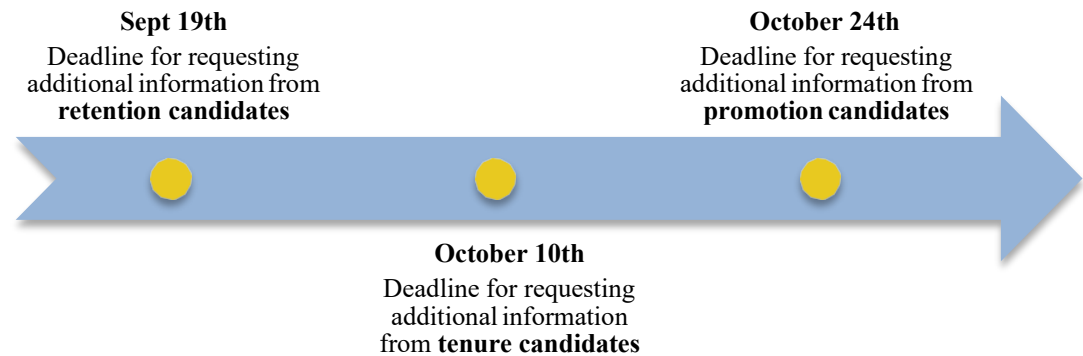
Dossier Completion Workflow

April 6 th	Deadline for Notification of submissions and appointment of review committees.
May 2 nd	Collect external review materials including unit's Role and Scope document (Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor reviews).
May 9 th	Identify and contact external reviewers to discuss deadlines and agreement to provide letters (Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor candidates)
September 12 th	For retention reviews , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials (LoH, Annual Reviews, candidate dossier materials). If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.
October 3 rd	For tenure only and tenure and promotion to associate professor reviews , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials (LoH, Annual Reviews, prior University review evaluation letters, external review letters, and candidate dossier materials). If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.
October 17 th	For promotion to professor reviews , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials (LoH, Annual Reviews, prior University review evaluation letters, external review letters, and candidate dossier materials). If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.

Dossier Completion Workflow



Deadlines for making request to candidates:



RTP Review Timeline

Before conducting a review, committee members and administrators will attend the bias-literacy training offered by the Senior Diversity and Inclusion Officer within the prior two years. At each level of review, the review will be completed by the date listed below. Each unit will be given five (5) calendar days to record votes, upload the Evaluation Letter and forward to the candidate. The candidate, primary unit administrator and Dean will receive a copy of the Evaluation Letter. If a candidate receives a negative recommendation (or tie vote) from a review committee or an administrative reviewer, they may submit a written response to the entity that issued the Evaluation Letter within five (5) calendar days of delivery of the Evaluation Letter. The response must be limited to matters raised in the Evaluation Letters.

TABLE 1. Deadlines for retention, tenure, and promotion reviews, AY 2023-2024

(The below are completion dates.)

	Retention	Tenure	Promotion only
Primary Review Committee	October 10	October 31	November 14
Primary Administrator	October 31	November 14	December 5
Intermediate Committee	November 14	December 5	January 30
Intermediate Administrator	December 5	January 30	February 20
URTPC	January 30	February 20	March 12
Provost	April 2	April 2	April 2
President	April 16	April 16	April 16