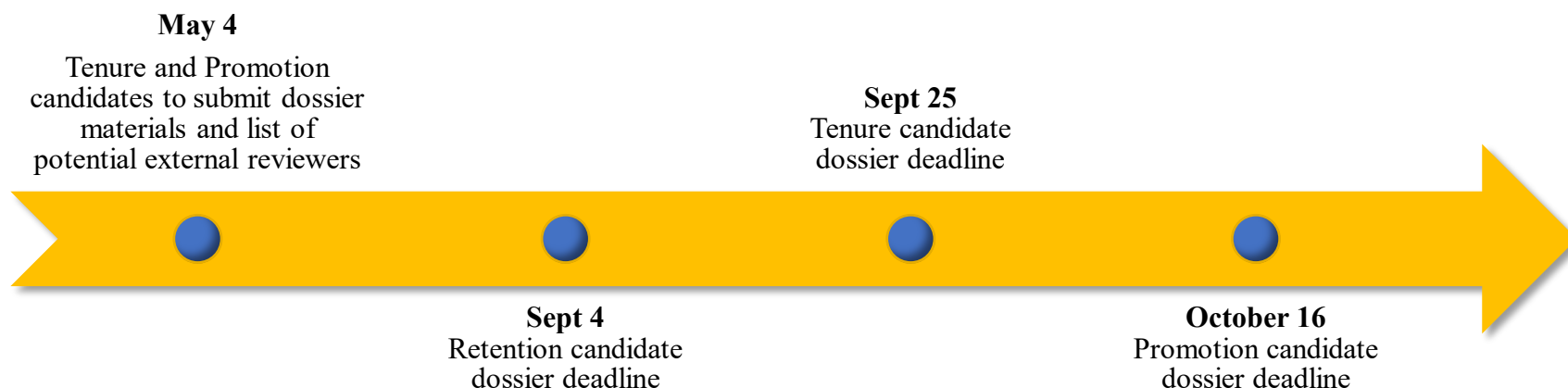


RTP Candidate Workflow AY 26-27

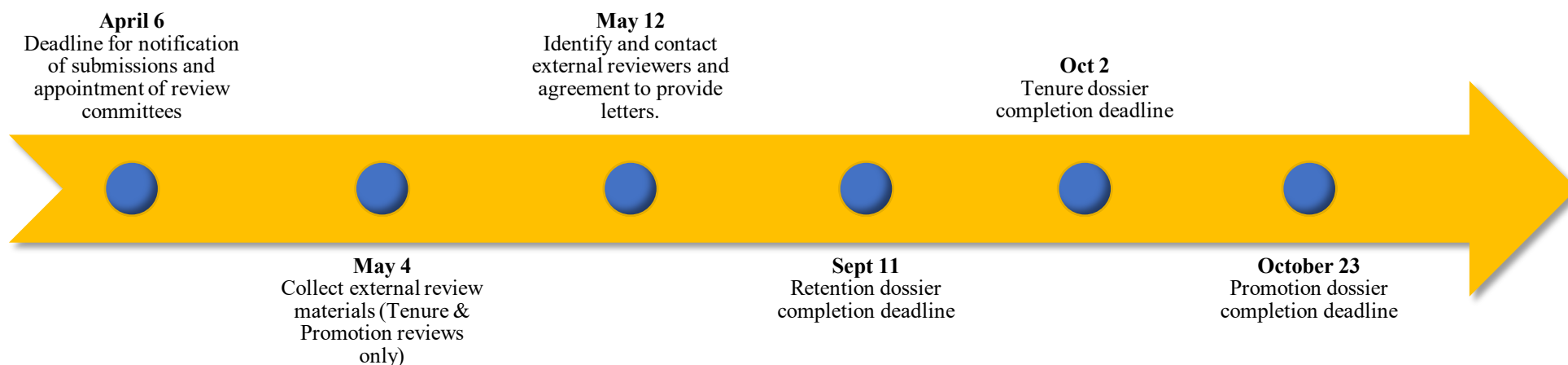
| | |
|--------------------------|--|
| May 4 th | Deadline for Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor candidates to submit recommendations of potential external reviewers and dossier materials for external review to Primary Review Administrator. |
| Sept 4 th | Deadline for Retention candidates to submit dossier materials for primary review. |
| Sept 25 th | Deadline for Tenure only and Tenure and Promotion to Associate Professor (Tenure) candidates to submit dossier materials for primary review. |
| October 16 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. |



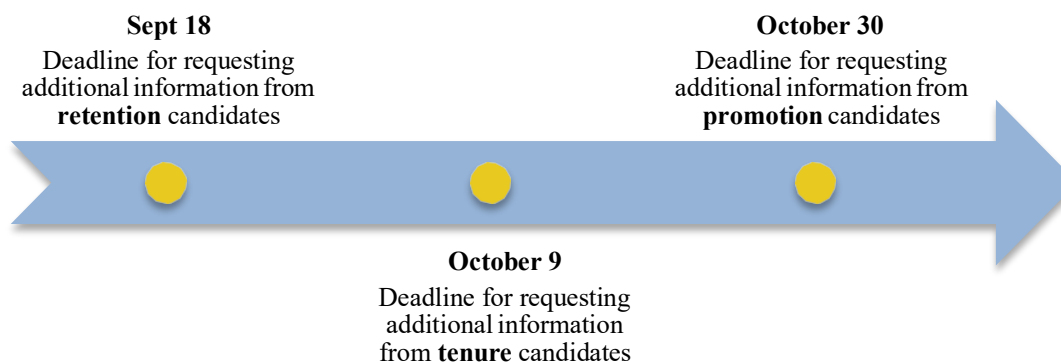
Dossier Completion Workflow AY 26-27

| | |
|----------------------------|--|
| April 6 th | Deadline for notification of submissions and appointment of review committees. |
| May 4 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 12 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 11 th | For retention reviews , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials and perform dossier completion check. If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters. |
| October 2 nd | For tenure reviews (including promotion to associate professor) , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials, including external review letters, and perform dossier completion check. If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters. |
| October 23 rd | For promotion to professor reviews , primary units acquire any internal review materials required by unit's role and scope. Upload all review materials, including external review letters, and perform dossier completion check. If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters. |

Primary Academic Unit Deadlines:



Deadlines for requesting information from candidates:



RTP Review Timeline

Before conducting a review, committee members and administrators will complete the annual RTP reviewer training offered by the Office of the Provost as well as the bias-literacy training offered by MSU's Human Resources. Review completion deadlines for each level of review are 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 each evaluation letter. Candidates who receive a negative recommendation (or tie vote) from a review committee or an administrative reviewer may submit a written response within five (5) calendar days of delivery of the evaluation letter.

TABLE 1. Deadlines for Completion of Retention, Tenure, and Promotion Reviews, AY 2026-2027

| | Retention | Tenure | Promotion only |
|-----------------------------------|-------------|-------------|----------------|
| Primary Review Committee | October 2 | October 23 | November 13 |
| Primary Administrator | October 23 | November 13 | December 11 |
| Intermediate Committee | November 20 | December 11 | January 29 |
| Intermediate Administrator | December 4 | January 29 | February 19 |
| URTPC | February 5 | February 26 | March 12 |
| Provost | April 2 | April 2 | April 2 |
| President | April 16 | April 16 | April 16 |