



## 2023-24 Timeline for Renewal, Promotion and Tenure (RPT) Review

### 2023

- February Chair to schedule spring semester meetings with all faculty expected to undergo renewal (mid-pro), promotion and/or tenure review in coming year  
For **early promotion requests**, Chairs begin College approval process
- March Department sends candidates' names and level of review to Karen Roberts in the College Office
- Early May Candidates (along with their DA, if possible) attend RPT Information Session
- May External reviewers solicited for Tenure and/or Promotion cases
- Summer Candidates prepare their dossiers
- Scan to PDF any paper documents to be included
    - *The RPT app will not accept Word docs*
  - Push to publish any materials in progress
  - Update CV
  - Review Dossier Organization of Contents
  - Save all files, named appropriately, to hard drive
- Summer\* Tenure and/or Promotion Candidate's CV, research statement and a sample of research materials sent to external reviewers  
(NOTE: External reviewers are asked to review Research and Scholarship, not Teaching or Service. External review letters not required for Mid-Pro candidates.)
- July Departments notified of RPT app availability. DA enters users' info into the app; sends email to candidates with information, instructions and deadlines.
- Sept - Oct.\* External reviewer letters due to department
- Oct. - Nov.\* After candidate submits dossier to dept., DA uploads annual and external reviewer letters and notifies department faculty of availability for review.
- Nov. - Dec.\* Dept. faculty reviews are completed and recommendation ballots submitted to DA. DA closes the dossier to dept. reviewers before uploading all confidential documents. (Chair will still have access to dossier with Chair role.)
- Dec. – Jan. Chair's letters of support written

### 2024

- January\*\* Completed files uploaded to RPT app and submitted to College by posted deadline. (Promotion to Full and P&T due early January; Mid-Pro in late January; Lecturer Promotion in mid-Feb.)
- March-April Dean sends letter to candidates notifying them of his recommendation to the Provost
- By June 30 Final decision letters from the Provost sent to candidates with Cc to Chair

*\*Department to post own deadline*

*\*\* College will post exact deadlines in August 2023*