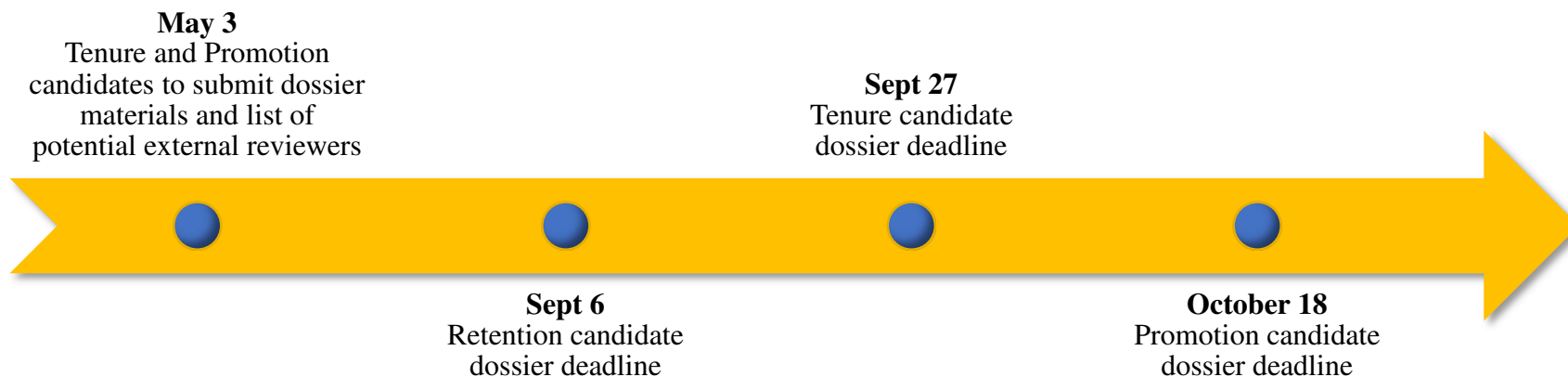


RTP Candidate Workflow AY 24-25

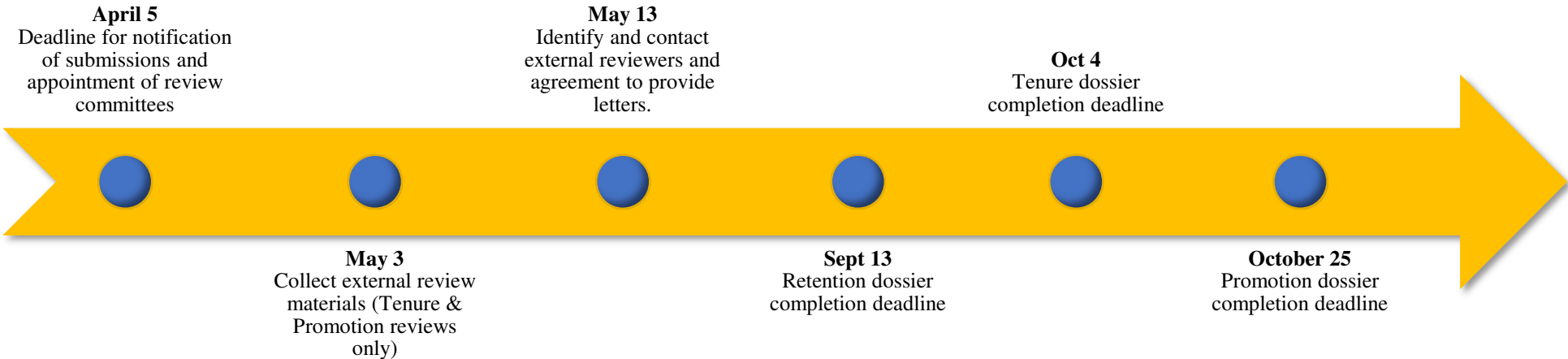
May 3 rd	Deadline for Tenure only, Tenure and Promotion to Associate Professor and Promotion to Professor candidates to submit recommendations of potential external reviewers and dossier materials for external review to Primary Review Administrator.
Sept 6 th	Deadline for Retention candidates to submit dossier materials for primary review.
Sept 27 th	Deadline for Tenure only and Tenure and Promotion to Associate Professor (Tenure) candidates to submit dossier materials for primary review.
October 18 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.



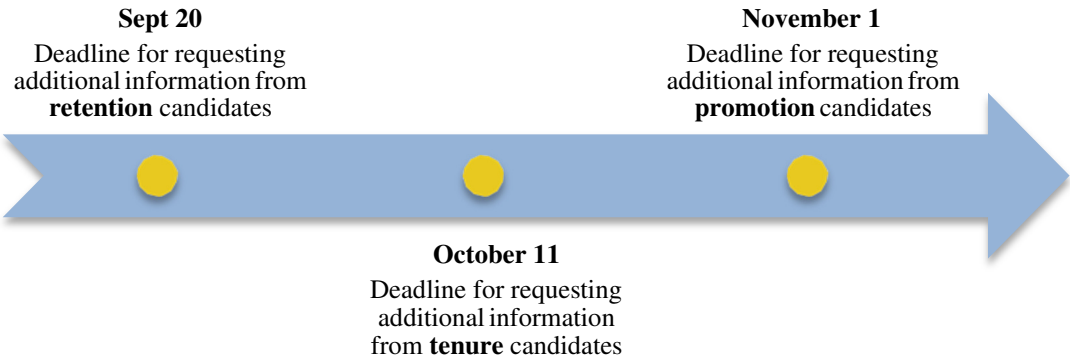
Dossier Completion Workflow AY 24-25

April 5 th	Deadline for Notification of submissions and appointment of review committees.
May 3 rd	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 13 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 13 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 4 th	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, including external review letters, and perform dossier completion check. If applicable, Center Directors or other administrators who support the candidate upload Evaluation Letters.
October 25 th	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 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. 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 2024-2025

	Retention	Tenure	Promotion only
Primary Review Committee	October 4	October 25	November 15
Primary Administrator	October 25	November 15	December 6
Intermediate Committee	November 15	December 6	January 31
Intermediate Administrator	December 6	January 24	February 14
URTPC	January 31	February 21	March 14
Provost	April 4	April 4	April 4
President	April 18	April 18	April 18