

## 2021-22 Retention, Tenure and Promotion Cycle

### Checklist for Deans:

- \_\_\_\_\_ By **September 13**, notify RPT eligible candidates of deadline to submit WPAF.
- \_\_\_\_\_ By **September 13**, provide college/department personnel documents to faculty or advise faculty of their accessibility.
- \_\_\_\_\_ **Early Fall Quarter**, advise faculty to notify dean in writing by **October 1**, with a copy to the department head/chair, whether or not they wish to be considered for promotion. (The deadline should be prior to November 1<sup>st</sup> so that dean will have enough time to make the candidates' Personnel Action File, including student evaluations, available within Interfolio. MOU 14.3)
- \_\_\_\_\_ By **October 1**, review with department heads the RPT eligibility lists forwarded by Academic Personnel and bring any corrections to the attention of Lindsay Howell, Faculty Programs Analyst in Academic Personnel.
- \_\_\_\_\_ **Early Fall Quarter**, arrange for election of College/Library Peer Review Committee. (MOU 15.40)
- \_\_\_\_\_ By **October 13**, make available to the appropriate departmental evaluators the Personnel Action Files of all 1<sup>st</sup> and 2<sup>nd</sup> probationary year faculty undergoing performance review. By this date, Personnel Action Files are considered complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after this date must have approval of College/Library PRC. (MOU 15.12)
- \_\_\_\_\_ By **November 1**, make available to the appropriate departmental evaluators the Personnel Action Files, including student evaluations, of 3<sup>rd</sup> - 5<sup>th</sup> probationary year candidates being considered for retention, and any candidates being considered for tenure and/or promotion. By this date, Personnel Action Files are considered complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after this date must have the approval of the College/Library PRC. (MOU 15.12)
- \_\_\_\_\_ By **December 10**, department heads/chairs forward to dean the Working Personnel Action File and Personnel Action File of 1<sup>st</sup> and 2<sup>nd</sup> probationary year retention candidates. Review materials; if necessary, return for correction or amplification. **Ensure that each peer review committee member signed and dated the evaluation form before the recommendation was finalized.**
- \_\_\_\_\_ By **January 7**, provide recommendation to 1<sup>st</sup> and 2<sup>nd</sup> probationary year retention candidates. *As appropriate, meet with and/or consider any response or rebuttal statement filed by the candidate. Other than reconsidering the original recommendation, there should be no written response to the candidate's rebuttal statements.*
- \_\_\_\_\_ By **January 18**, forward the Working Personnel Action File and Personnel Action File to Provost for all 1<sup>st</sup> and 2<sup>nd</sup> probationary year faculty, with a completed Summary of Evaluations and Recommendations concerning retention, promotion and tenure.

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## Checklist for Deans:

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- \_\_\_\_\_ By **January 31**, department heads/chairs forward 3<sup>rd</sup> - 5<sup>th</sup> probationary year retention files to dean. Review materials; if necessary, return for correction or amplification. **Ensure that each peer review committee member signed and dated the evaluation form before the recommendation was finalized.**
  
- \_\_\_\_\_ By **February 28**, College Peer Review Committee provides to dean the promotion and tenure (if applicable) written recommendations (**with reasons**). **Ensure that each peer review committee member signed and dated the evaluation form before the recommendation was finalized.**
  
- \_\_\_\_\_ By **March 8**, provide written recommendation to 3<sup>rd</sup> - 5<sup>th</sup> probationary year candidates being reviewed for retention. *As appropriate, meet with and/or consider any response or rebuttal statement filed by the candidate. Other than reconsidering the original recommendation, there should be no written response to the candidate's rebuttal statements. (MOU 15.5)*
  
- \_\_\_\_\_ By **March 18**, provide written recommendation to all tenure and promotion candidates. *As appropriate, meet with and/or consider any response or rebuttal statement filed by the candidate. Other than reconsidering the original recommendation, there should be no written response to the candidate's rebuttal statements. (MOU 15.5)*
  
- \_\_\_\_\_ By **March 18**, forward the Working Personnel Action Files and the Personnel Action Files for 3<sup>rd</sup> - 5<sup>th</sup> probationary year retention candidates to the Provost, with a Summary of Evaluations and Recommendations Concerning Retention, Promotion and Tenure listing the retention candidates only.
  
- \_\_\_\_\_ By **April 6**, forward the Working Personnel Action Files and the Personnel Action Files for all tenure and promotion candidates to the Provost, with a completed Summary of Evaluations and Recommendations Concerning Retention, Promotion and Tenure listing the tenure and promotion candidates only.

*Notification to candidates of the Provost's decision with copies to deans and chairs is February 15<sup>th</sup> for 1<sup>st</sup> and 2<sup>nd</sup> year faculty. Notification to all other candidates is June 1.*