

APPENDIX 16A(1)

CALENDAR FOR RTP EVALUATIONS

2008-09 ACADEMIC YEAR

REQUESTS FOR REAPPOINTMENT TO A 2ND OR 3RD PROBATIONARY YEAR

This calendar is based upon the procedures specified in Section 305.700 of Appendix 16 of the University Manual and upon the provisions of Articles 13-15 of the Unit 3 Collective Bargaining Agreement. DRTPC, CRTPC and URTPC are acronyms for the department, college and university RTP committees.

September 22	2008-09 RTP cycle begins.
September 29	<u>CANDIDATE</u> : Notifies DRTPC chair in writing of intent to request an RTP action(s).
October 9	<u>CANDIDATE</u> : Submits RTP package to DRTPC.
October 10	<u>DRTPC CHAIR</u> : Validates RTP package for completeness. Provides CRTPC, Dean, and AVP for Faculty Affairs a list of faculty members who have requested RTP actions.
October 10- 22	<u>DRTPC</u> : Evaluates candidates for reappointment to a 2nd or 3rd probationary year.
By October 23	<u>DRTPC</u> : Informs candidate of evaluation results and recommendation. Provides candidate copy of pages 7-8 of RTP package. Any evaluation by the department chair, pages 11-12, is also due on this date.
Oct 24–Nov 3	<u>CANDIDATE</u> : [10 calendar days] If appeals to CRTPC and/or rebuts recommendation, refer to Appendix 16A(3).
November 4	<u>DRTPC</u> : Forwards to Dean packages of candidates that have not requested reconsideration.
Nov. 5 – December 1	<u>DEAN</u> : Evaluates candidates for reappointment to 2nd or 3rd probationary year.
By December 2	<u>DEAN</u> : Informs candidates of recommendation. (Provides a copy of pages 14-15 of RTP package to candidate, DRTPC, and CRTPC.)
Dec 3 – Dec. 12	<u>CANDIDATE</u> : Responds to Dean's recommendation (page 16 of RTP package) with acknowledgement, response/rebuttal, or request for appeal to URTPC. [10 calendar days]
December 15	<u>DEAN</u> : Forwards to URTPC (c/o Faculty Affairs) packages of candidates that have not requested reconsideration.
December 16-Jan 22	<u>URTPC</u> : Evaluates candidates for reappointment to 2nd or 3rd probationary year.

CALENDAR FOR 2ND AND 3RD YEAR REAPPOINTMENTS

By January 27	<u>URTPC</u> : Informs candidate of recommendation. (Provides copy of page 18 of RTP package to candidate, DRTPC, and Dean.)
Jan. 28 – Feb. 6	<u>CANDIDATE</u> : Responds to URTPC's recommendation (page 19 of RTP package). [10 calendar days] If a meeting is requested, it must occur within this time period.
February 7 – February 13	<u>PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS</u> : Reviews all RTP requests and documentation and makes recommendations.
By February 13	<u>PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS</u> : Inform candidates of final decision on requests for reappointment to 2nd or 3rd probationary year.