## Fall 2021 RTP/NTT Evaluation Timeline

(see Article 13 Section 5 and Article 29 Section 5C in CBA)

### Fall 2021 Dates

<table>
<thead>
<tr>
<th>Fall 2021 Dates</th>
<th>RTP Actions</th>
<th>NTT Actions</th>
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</thead>
<tbody>
<tr>
<td><strong>Friday of Week Two</strong> &lt;br&gt;September 3, 2021</td>
<td>Candidate submits full application (digitized). External letters due to RTP Committee Chair</td>
<td>Candidate submits full application (digitized).</td>
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<tr>
<td><strong>Friday of Week Five</strong> &lt;br&gt;September 24, 2021</td>
<td>Deadline for candidate’s file additions (See CBA 3.B.2)*</td>
<td>NA</td>
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<tr>
<td><strong>Friday of Week Six</strong> &lt;br&gt;October 1, 2021</td>
<td>RTP Committee sends recommendation to candidate and academic unit chair/director</td>
<td>NTT Evaluation Committee sends recommendation to candidate and academic unit chair/director</td>
</tr>
<tr>
<td><strong>Friday of Week Seven</strong> &lt;br&gt;October 8, 2021</td>
<td>Membership of all college-wide and the University-wide appeals committees finalized</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Friday of Week Eight</strong> &lt;br&gt;October 15, 2021</td>
<td>Academic unit chair/director sends recommendation to candidate and dean</td>
<td>Academic unit chair/director sends recommendation to candidate and dean</td>
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<tr>
<td><strong>Friday of Week Twelve</strong> &lt;br&gt;November 12, 2021</td>
<td>College-wide-review committee provides recommendation for tenure and/or promotion cases, with copy to all concerned</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Friday of Week Sixteen</strong> &lt;br&gt;December 10, 2021</td>
<td>Dean forwards negative recommendations to candidates and the Provost, with copy to appropriate academic unit chairs/directors and RTP Committee Chairs</td>
<td>Dean forwards negative recommendations to candidates and the Provost, with copy to appropriate academic unit chairs/directors and NTT Evaluation Committee Chairs</td>
</tr>
<tr>
<td><strong>Spring 2022</strong>&lt;br&gt;(see CBA for details)</td>
<td>Positive recommendations from Dean to Provost in Wk2. Provost forwards negatives Wk5 and positives to President and BOT on 1st Wednesday of April. BOT votes on 4th Wednesday of April.</td>
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</tr>
</tbody>
</table>

*See CBA on file additions.

### Required Contents for RTP and NTT Evaluation Files

<table>
<thead>
<tr>
<th>Artifact</th>
<th>RTP Files</th>
<th>NTT Evaluation Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>Required by CBA</td>
<td>Required by CBA</td>
</tr>
<tr>
<td>Candidate narrative addressing all relevant criteria</td>
<td>Required by CBA</td>
<td>Required by CBA</td>
</tr>
<tr>
<td>Current vita</td>
<td>Required by CBA</td>
<td>Required by CBA</td>
</tr>
<tr>
<td>All previous RTP recommendations and initial appt letter</td>
<td>Required by CBA</td>
<td>Required by CBA</td>
</tr>
<tr>
<td>Evidence of effective teaching</td>
<td>Required by CBA</td>
<td>Required by CBA</td>
</tr>
<tr>
<td>Evidence of scholarship and/or creative activity</td>
<td>Required by CBA</td>
<td>Required by CBA If in current letter of appt</td>
</tr>
<tr>
<td>Evidence of Service</td>
<td>Required by CBA</td>
<td>Required by CBA If in current letter of appt</td>
</tr>
<tr>
<td>Copy of relevant unit guidelines &amp; criteria</td>
<td>Required by BCAS</td>
<td>Required by BCAS</td>
</tr>
<tr>
<td>At least three external review letters added by RTP Chair</td>
<td>Required for T&amp;P</td>
<td>NA</td>
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</tbody>
</table>
RTP Review

RTP Committee: “All tenured bargaining unit members of the academic unit who have completed at least one year of service at the university…are eligible to serve on reappointment and tenure committees. Only those tenured and with rank above that of the candidate may serve on promotion committees.”

Fall of Year One: no review
Fall of Years Two, Three, and Five: review by unit, unit leader, and dean…and by provost if any of the preceding recommendations is negative
Fall of Year Four: review by unit, unit leader, dean, and provost
Fall of Year Six: candidates submit application for tenure and promotion. Review by unit, unit leader, college, dean, and provost

Criteria: Unit guidelines and “any additional expectations that may have been expressed in the candidate’s initial appointment letter.” (Article 13 Section 6E8)

NTT Evaluation

NTT Evaluation Committee: “In each department or school, all NTT faculty of a higher rank and all tenured faculty shall constitute the NTT Evaluation Committee.”

Fall of Year One: no review
Fall of Years Two and Three: annual review by unit, unit leader, dean, provost
Years Four-Five: Director/Chair provides written feedback in years four and five. No files submitted.
Year Six: Full review for reappointment and promotion to associate (3-yr contract) in fall of year six by unit, unit leader, dean, and provost
Years Seven-Eight: Director/Chair provides written feedback in years seven and eight. No files submitted.
Year Nine: Full review for reappointment and promotion (5 yr contract) to professor in fall of year nine by unit, unit leader, dean, and provost If a colleague seeks reappointment as an associate, reappointment is presumed at the end of each three-year contract unless there is a documented performance problem or change of university need.
Subsequent reviews During the term of each contract the Director/Chair provides annual written feedback and in fall of the final year of a three-year contract where a promotion to professor is sought review by unit, unit leader, dean, and provost. If a colleague seeks reappointment as an associate, reappointment is presumed at the end of each three-year contract unless there is a documented performance problem or change of university need. Reappointment is presumed at the end of each five-year contract for professors unless there is a documented performance problem or change of university need.

Criteria: As noted in “the letters of appointment/reappointment and as those described in Article 13 Section 3(b) for tenure track faculty, if relevant…. The duties specified in [sic] the current letter of appointment form the basis for evaluation of NTT faculty.” (Article 29 Section 5E-F) NTT letters can include teaching, research, and/or service. “It is expected that the bulk of their duties will be sharing expertise with and/or teaching students.” (Article 29 Section 4A)

New Guidelines: Units with NTT colleagues “shall adopt [by majority vote of bargaining unit faculty] formal guidelines for evaluation and promotion of non-tenure track faculty.” Revised guidelines must be submitted to the director/chair by the end of week 5 in the spring. The director/chair, dean, and provost shall review and provide feedback by week ten and the faculty in the unit will resubmit by the end of week 15. Once approved by the provost these take effect in the spring of the following calendar year. (Article 29 Section 5F)

Merit (Article 16)
Faculty submit their reports to you by end of week 3 in the spring semester.
Director/Chair written evaluation and rating by end of week 8 in the spring.

PDL (Article 18)
The CBA requires PDL applications be submitted before Friday October 1.