

**Spring2021-Fall 2022 RTP/NTT Evaluation Timeline**  
(see Article 13 Section 5 and Article 29 Section 5C in CBA)

Fall 2022 Dates	RTP Actions	NTT Actions
Friday of Week Two <b>September 2, 2022</b>	Candidate submits full application (digitized). External letters due to RTP Committee Chair	Candidate submits full application (digitized).
Friday of Week Five <b>September 23, 2022</b>	Deadline for candidate's file additions (See CBA 3.B.2)	NA
Friday of Week Six <b>September 30, 2022</b>	RTP Committee sends recommendation to candidate and academic unit chair/director	NTT Evaluation Committee sends recommendation to candidate and academic unit chair/director
Friday of Week Seven <b>October 7, 2022</b>	Membership of all college-wide and the University-wide appeals committees finalized	NA
Friday of Week Eight <b>October 14, 2022</b>	Academic unit chair/director sends recommendation to candidate and dean	Academic unit chair/director sends recommendation to candidate and dean
Friday of Week Twelve <b>November 11, 2022</b>	College-wide-review committee* provides recommendation for tenure and/or promotion cases, with copy to all concerned	NA
Friday of Week Sixteen <b>December 9, 2022</b>	Dean forwards negative recommendations to candidates and the Provost, with copy to appropriate academic unit chairs/directors and RTP Committee Chairs	Dean forwards negative recommendations to candidates and the Provost, with copy to appropriate academic unit chairs/directors and NTT Evaluation Committee Chairs
Spring 2023 (see CBA for details)	Positive recommendations from Dean to Provost in Wk2. Provost forwards negatives Wk5 and positives to President and BOT on 1 <sup>st</sup> Wednesday of April. BOT votes on 4 <sup>th</sup> Wednesday of April.	Positive recommendations from Dean to Provost in Wk2. Provost forwards negatives Wk5 and positives to President and BOT on 1 <sup>st</sup> Wednesday of April. BOT votes on 4 <sup>th</sup> Wednesday of April.

**Contents for RTP and NTT Evaluation Files**

Artifact	RTP Files	NTT Evaluation Files
Table of Contents	Required by CBA	Recommended
Candidate narrative addressing all relevant criteria	Required by CBA	Strongly Recommended
Current vita	Required by CBA	Strongly Recommended
All previous RTP letters and initial appt letter	Required by CBA	Recommended
Evidence of effective teaching	Required by CBA	CBA Required
Evidence of scholarship and/or creative activity	Required by CBA	CBA Required if in current LOA
Evidence of Service	Required by CBA	CBA Required if in current LOA
Copy of relevant unit guidelines & criteria	Check w/ college	Check w/college
At least 3 external review letters added by RTP Chair	Required for T/P	NA

## Spring 2022 RTP/NTT Evaluation

(Article 13 Section 5A and Article 29 Section 5 C)

**March 15:** Directors and Chairs hold organizational meetings to elect chairs of RTP and NTT Evaluation Committees

**April 1:** Directors and Chairs send letters of notification to candidates

**April 15:** Candidates send letter of intent to director/chair. For T/P, letter of intent will include materials for external reviewers and a list of at least 3 potential external reviewers submitted by the candidate.

### 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.”

Every NTT received a letter of appointment each year that specifies their assignment. It is possible that, some years, the only change will be the date and new signatures.

**Fall of Year One:** no review

**Fall of Years Two and Three:** annual review by unit, unit leader, dean...and by provost only if any of the proceeding recommendations is negative

**Years Four-Five:** Director/Chair provides colleague with written performance feedback. No files submitted.

**Year Six:** Full review for reappointment and promotion to associate (3-yr contract) starts in fall by unit, unit leader, dean, and provost (29Sect5B5)

**Years Seven-Eight:** Director/Chair provides written feedback in years seven and eight. No files submitted.

**Year Nine:** Full review for reappointment and promotion to professor (if the colleague chooses to seek promotion) in fall of year nine by unit, unit leader, dean, and provost. If a colleague seeks promotion to professor a file is required. If a colleague seeks reappointment as an associate, file submitted to seek reappointment to another 3-year contract.

**Subsequent Years:** 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 a file is submitted and reviewed by unit, unit leader, dean, and provost. If a colleague seeks reappointment as an associate, a file is submitted at the end of each three-year contract to seek reappointment to another three-year contract. Reappointment is presumed at the end of each five-year contract for professors (no file submitted) unless there is a documented performance problem of change or 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, page 126) 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)

*File Contents:* If unit guidelines (CBA page 44) specify, these govern as long as they include CBA required evidence of teaching performance (and evidence of service and research/creative activity if these are included in the most recent letter of appointment) (Article 29 Section 5 H, page 127).

*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)