

## REAPPOINTMENT, TENURE, AND/OR PROMOTION (RTP)

### CHECKLIST FOR RTP DOSSIER

Name of Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_ Application

\_\_\_\_\_ Chair's evaluation/recommendation

\_\_\_\_\_ Senior faculty recommendation (if contrary to chair's)

\_\_\_\_\_ Chair's written notification to applicant of his/her recommendation

\_\_\_\_\_ Dean/university librarian's recommendation (original to Academic Affairs)

\_\_\_\_\_ Dean/university librarian's written notification to applicant of his/her recommendation

If all recommendations to this point are negative the process stops and the application is denied.

This decision is reported to subsequent deliberative entities, but the application does not go forward.

\_\_\_\_\_ Committee on Reappointment, Tenure, and Promotion's (CRTP) recommendation

\_\_\_\_\_ Correspondence and/or other documentation related to additional information sought for the purpose of clarification (if any)

\_\_\_\_\_ CRTP's written notification to applicant of its recommendation (copy to Academic Affairs)

\_\_\_\_\_ Provost's recommendation (or decision if not to reappoint)

\_\_\_\_\_ Provost's written notification to applicant of his/her recommendation/decision (copy to Academic Affairs)

\_\_\_\_\_ Chancellor's recommendation

\_\_\_\_\_ Chancellor's written notification to applicant of his/her action/recommendation (copy to Academic Affairs)

\_\_\_\_\_ Board of Trustees' final action – reported to applicant by provost

Comments: