**Tenure-Track Evaluation/RPT Work Calendar**

|  |  |  |  |
| --- | --- | --- | --- |
| 2nd Weds August | |  |  | | --- | --- | |  | Academic Affairs notifies all faculty that those applying for RPT must file an application for RPT with Academic Affairs and receive verification of eligibility. | |
| 3rd Tues Aug | (Fall Faculty Workshop) DPC committees are formed; co-chairs selected |
| 1st Weds Sept | RPT applications due to Academic Affairs.  Chair, Faculty Evaluation Committee meets with DPCs for each Division to review procedures for RPT process. |
| 2nd Weds Sept | Academic Affairs notifies faculty members of eligibility for RPT;  Sends list of eligible RPT candidates to DPC chairs. |
| 1st Weds Oct | Portfolios submitted to DPC chairs. (Except current fall semester new hires see December dates below). |
| 3rd Weds Nov | DPC recommendations complete.  DPC meets with applicants to discuss recommendations.  Applicant receives a copy of recommendation and signs. Applicant may write a response that is sent to the Dean within a week.  DPC forwards all RPT materials (including applicant portfolios and DPC recommendations) to Deans. |
| 1st Mon Dec  3rd Weds Dec | Portfolios for **new hires starting current fall semeste**r due to DPCs.  DPC recommendations for new fall hires complete, meet with applicant to discuss and sign;  Applicant may write a response that is sent to the Dean within a week.  All RPT materials (including portfolios and DPC recommendations) forwarded to Deans by DPCs. |
| 2nd Fri Jan | Deans complete RPT candidate recommendations; Applicant receives copy and signs and may append response; All RPT materials forwarded to Vice Chancellor of Academic Affairs by Deans. |
| 3rd Tues Feb | Vice Chancellor of Academic Affairs recommendations due to candidates.  Evaluated faculty signs and may append a response.  All RPT materials forwarded to Chancellor by Vice Chancellor. |
| Feb 15th – Mar. 1st | Chancellor makes recommendations and returns to Academic Affairs. |
| By April 28th | Academic Affairs submits RPT recommendations for Board approval |
| By May 31st | Candidates receive official notification of RPT decisions. |