

Checklist for Academic Unit RTP Committees

This form should be completed by academic unit RTP committees, and sent forward to the next step in the RTP review process (i.e., academic unit chair/director) as a part of the candidate's file. The purpose is to promote uniform university-wide adherence to RTP policies, to enhance communication of discipline-specific standards to individuals who are involved in the decision chain but are outside the discipline, and to aid in assessing appeals cases.

Citations refer to Article 13 in the Collective Bargaining Agreement.

Please circle the appropriate response for each item.

Materials

The academic unit RTP committee certifies that:

YES NO The candidate's file is complete, presented in an appropriate format.

YES NO N/A The candidate has expressed the choice of "original or amended criteria" (Section 6D6, pg 50).

YES NO N/A In the case of reapplication for promotion to professor, the candidate's file contains "evidence that efforts have been made to address previous concerns" (Section 2E4, pg 35).

YES NO N/A Any special contractual obligations in letter of initial hire are noted.

YES NO N/A The committee chair notified the candidate of the location of the file, for review (Section 6B4, pg 46).

If the candidate has added late materials to the application file (Section 3B2, pg 39):

YES NO N/A Said materials were added before the end of week 5: date of insertion: _____; what was added: _____.

YES NO N/A The committee chair notified the candidate, academic unit chair/director and dean that the additions are acknowledged.

YES NO N/A The committee considered the added materials in its deliberation (Section 3B2d, pg 40).

YES NO N/A External review letters were obtained in accordance with Section 4 (pg 41).

YES NO N/A The committee has checked for conflict of interest in the list of reviewers (Section 4B4, pg 41).

YES NO N/A The candidate was apprised of the complete list of approved potential reviewers (Section 4B3, pg 41).

YES NO N/A The candidate was not informed of the actual reviewers (Section 4B11, pg 42).

Procedures

The academic unit RTP committee certifies that:

YES NO The candidate was invited to meet with the committee (section 6E5, pg 51).

YES NO The committee operated in accordance with the procedures in Section 6.

YES NO The committee used the appropriate guidelines (section 6D6, pg 50) in assessing the candidate.

Recommendation Letter

The following suggestions and directives are to be used to write the recommendation letter:

YES NO It is recommended that the letter summarize candidate's career (degrees held, current position, time in position, special expectations from initial letter of hire).

YES NO The letter should describe grant activity, and scholarly and creative achievements, in the appropriate areas (teaching, research, service) as defined in the academic unit RTP criteria (section 3A, pg 36).

- YES NO The letter **must** contain a clear statement that justifies “how the candidate’s record meets or fails to meet the expectations expressed in the guidelines” (section 6E8, pg 51). This may include an expository statement intended for individuals outside the discipline that explains how the candidate’s record is interpreted by the committee in terms of disciplinary standards.
- YES NO The letter **must** contain a clear statement of the recommendation of the committee, including a report of the vote.
- YES NO N/A For reappointment, the letter should distinguish activity in the past year from activity in previous years.
- YES NO N/A For reappointment, the letter **must** document perceived weaknesses and include a statement of how the candidate can enhance performance (Section 6E7, pg 51).
- YES NO N/A For promotion/tenure, the letter should distinguish activity since the last promotion from activity previous to the promotion.
- YES NO N/A The letter must maintain the confidentiality of the external reviewers (Section 4B11, pg 42).

Signature of Academic Unit RTP Committee Chair

Date