

RTP Committee Process Training



➤ Goals

- See what the process looks like in Google Drive
 - How to access
 - How to download
- Discuss what is the role of the committee member
 - Before the file closes
 - After the file closes
- Submitting letters

Google Drive

- The WPAF for the candidate will be shared with you
- You will be given view access but have the ability to download materials
- Let's take a look at a sample
- Questions about the process in Google Drive?

➤ Committee Role

- The committee reviews material in the file and measures the candidate's achievements in comparison to the departmental criteria and standards
- Personal experience or observations that are not in the file already **should not** be introduced
- Reviews should be unbiased
- Be quantitative, whenever possible (e.g. when discussing numerical evaluative scores, number of publications, etc.)

> Before the file closes

- Remind your candidate(s) that the due date is not the date the file closes
- The committee reviews the case and makes sure that
 - all relevant materials added
 - items are placed in the correct section
 - there are no duplicate files
 - naming conventions are used correctly
 - check the letter log and compare it to what is in the file
- You may offer your candidate minor suggestions, such as formatting corrections, letter placement etc. but this it is not appropriate for the committee to suggest/encourage major revisions at this stage

**Group V. RETENTION WITH TENURE/PROMOTION – INCLUDES EARLY TENURE
PERFORMANCE REVIEW**

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure (WPAF)*

Department Personnel Committee (IUPC) receives file	T	September 24
File closes	T	October 1
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate	T	October 15
Department Chair recommendation addressed to Dean with copy to candidate (optional)		
College Personnel Committee/Dean receives file	F	October 18
College Personnel Committee recommendation addressed to UFPC with copy to candidate	M	December 2
Dean recommendation addressed to Vice President with copy to candidate		
University Faculty Personnel Committee (UFPC) receives file	TR	December 12
UFPC recommendation addressed to President with copy to candidate	TR	February 20
Vice President receives file	M	March 10
Vice President recommendation addressed to President with copy to candidate	TR	April 10
President receives file	M	April 21
President tenure decision to candidate	M	June 2
President promotion decision to candidate		

* Faculty seeking an early tenure decision will be considered concurrently for retention; therefore only one file should be submitted following the **Group V Retention with Tenure/Promotion – Includes Early Tenure** schedule.



> After the file closes

- Committee writes an evaluative letter
 - Evaluate the candidate in each of the three sections
 - Use a neutral tone in the letter
 - Address the letter to the next committee, e.g. the UFPC
 - Send the letter to paf@humboldt.edu
 - Do not send directly to the candidate or the committee
 - WHY do we do this?

➤ Support from APS team members

- Patrick Burkart, Ph.D.
 - Patrick is our lead RTP team member
- Elizabeth Poston
 - Elizabeth is the APS ASC
- Megan Siems and Kimberly White
 - Megan and I assist Patrick with process overview, adhering to appendix J and the CBA, etc.
- Please email aps@humboldt.edu or call us (707)826-5086 with any questions you may have and we will direct you to the appropriate person.