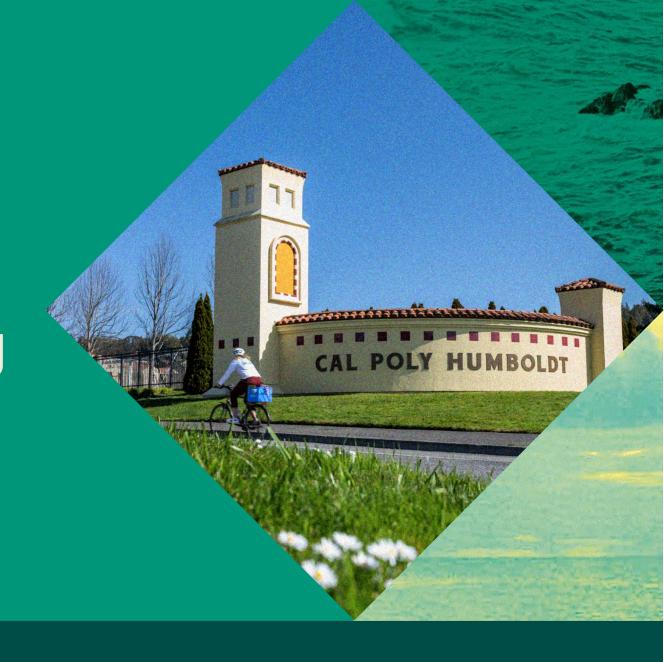
RTP Committee Process Training





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
 - o items are placed in the correct section
 - there are no duplicate files
 - naming conventions are used correctly
 - o 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	Т	September 24
File closes	Т	October 1
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	Т	October 15
College Personnel Committee/Dean receives file	F	October 18
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	М	December 2
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	М	March 10
Vice President recommendation addressed to President with copy to candidate	TR	April 10
President receives file	М	April 21
President tenure decision to candidate President promotion decision to candidate	М	June 2

^{*} 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.
 - o 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.

