

Timeline Table for RTP/PTR Reviews

Date	Action
January	1. Dean's office identifies all faculty due for periodic review (pre-tenure comprehensive review, review for tenure and promotion, post-tenure review, and review for promotion to professor) and so informs them in writing.
February-March	1. Candidates for review compile dossiers and supporting documentation; submit materials to Dean's office by start of Fall semester. RTP Committee conducts post-tenure reviews of tenured faculty scheduled for such review; reports recommendations to Dean.
	2. RTP Chair/Faculty Affairs Coord. transmits to candidates for review (1) latest instructions from Denver Campus administration regarding procedures for review and contents of dossiers, and (2) SPA RTP Policies and Procedures; offers counsel regarding compliance.
March-April	1. Candidates for review submit a list of potential external reviewers and submits that list to the dean's office.
	2. In consultation with RTP Committee members and candidates for review, RTP Chair identifies and solicits agreement to participate of external reviewers.
	3. Faculty Affairs Coord. sends out requests to potential external reviewers.
April-May	1. Faculty Council votes to confirm RTP chair for upcoming academic year.
	2. Dean appoints RTP Committee for upcoming academic year.
May-August	1. RTP Chair/Faculty Affairs Coord. transmits candidates for review's (1) teaching, research, and service essays and (2) research dossiers and supporting documentation to external reviewers.
August	2. External reviewers evaluate candidates' materials, transmit review letters to RTP Chair.
August	1. Candidates for review submit full dossier of materials to be reviewed by internal committees
September-October	1. RTP Committee evaluates completed files of candidates for review, reports recommendations to the Dean.
October-November	1. Dean's Review Committee reviews reports of RTP Committee, makes recommendations to the Dean.
November-December	1. Dean prepares letters of recommendation to the Provost.