Timeline for Retention, Promotion and Tenure (RPT) Review

2021

**Early Spring**

- Chair to schedule spring semester meetings with faculty expected to undergo retention, promotion and/or tenure review in coming year.

**Late Spring**

- Chair sends list of their candidates to Department Administrator (List to include type of review and candidate’s Net ID).

**Summer**

- Academic Affairs sends P&T guidelines and timeline to the departments (or colleges?) (06/11/2021)
- Department will confirm candidates and send a list, including the type of review and candidate’s Net ID to Academic Affairs. (7/09/2021)
- Department chair invites external reviewers for T&P and promotion
- Candidate prepares materials
  - Scan to PDF any paper documents to be included (RPT will not accept Word documents)
  - Push to publish any materials in progress
  - Update CV
  - Review dossier Organization of Contents
- Upload materials to RPT
- Verify proper RPT placement and dossier organization. If the dossier is not organized in RPT, the dossier may be returned for correction.

**Late Summer**

- Q&A and Orientation Sessions for rpt.unm.edu (Dates to be announced)
- Tenure and/or Promotion Candidate’s CV, research statement and a sample of research materials sent to external reviewers.
- *(NOTE: External reviewers are asked to review Research and Scholarship, not Teaching or Service. External review letters not required for Mid-Pro candidates.)*

**Early Fall**

- Dept. faculty reviews are completed and recommendation ballots submitted
- DA. DA closes the dossier to pt. reviewers before uploading all confidential documents. (Chair will still have access to dossier with Chair role.)
- External reviewer letters due to department
- After candidate submits dossier to dept., DA uploads annual and external reviewer letters and notifies department faculty of availability for review
Timeline for Retention, Promotion and Tenure (RPT) Review

**Late Fall**
- Department faculty reviews are completed and recommendation ballots submitted.
- The Department Administrator closes the dossier to pt. reviewers before uploading confidential documents. (The Department Chair will still have access to dossier using the Chair role.)

**December**
- Chair’s letters written and added to RPT. Please note: In the case where a department chair is the promotion candidate, a full professor will write the letter.

**2022**

**January**
- Completed files uploaded to RPT app and submitted to college by posted deadline. (Promotion to Full and P&T due early January; Mid-Pro later in Late Jan.)

**February- Early March**
- Dean sends letter to candidates notifying them of his recommendation to the Provost.

**March**
- Provost Advisory Committee begins review.

**April-May**
- The Provost Advisory Committee reviews and submits recommendations to the Senior Vice Provost.
- Senior Vice Provost recommendation letters are completed and submitted to the Provost.

**By June 30th**
- The Provost makes decision and informs the candidate and the candidate’s department chair.