Renewal, Tenure/Permanence and Promotion Process (RTP/RPP)

Office of the Provost
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Associate Vice President Academic
2023-2024

Agenda

- RTP/RPP process: Overview
  - Timelines
- Role of the Candidate
  - Optional Self-Review
  - Teaching Dossiers
- Performance reviews
- AAU RTP/RPP committee composition
- Role of the Chair
- RTP/RPP Criteria
- New RTP/RPP Tracking System

The Importance of the RTP/RPP Process

Careers depend on it!

Mechanism for public accountability.

Provides feedback on progress.

Ensures university quality.

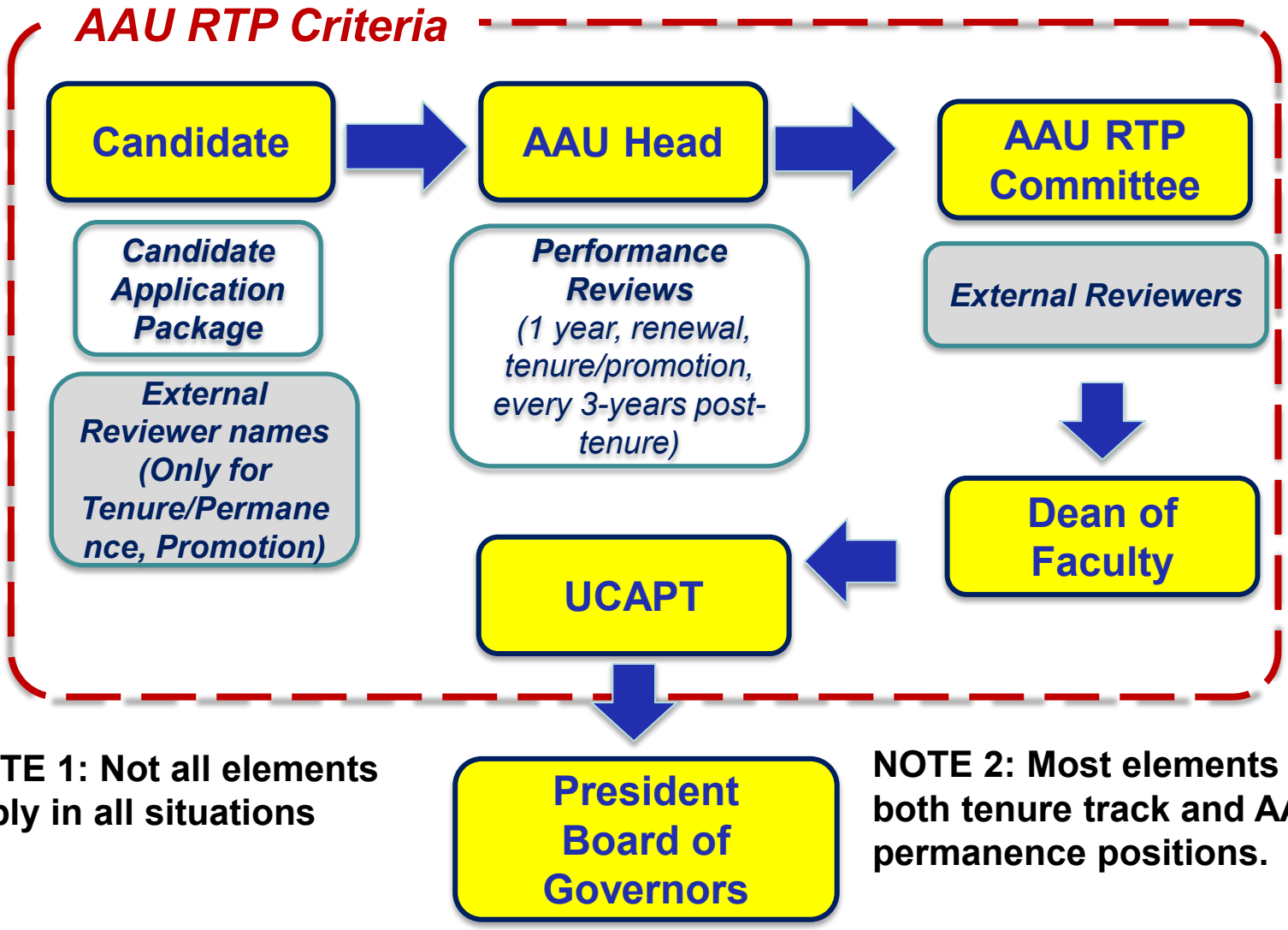
Useful Resource

University Committee on Academic Promotion and Tenure

(UCAPT) Process and Procedures

- Guides
- Sample forms
- Link to RTP/RPP Criteria

Key Components Overall RTP Process



NOTE 1: Not all elements apply in all situations

NOTE 2: Most elements apply to both tenure track and AAS permanence positions.

Tenure/Permanence Timeline

- **1st full-year**
  - 1st Performance Review
- **Contract Renewal** (usually 3 years)
  - 2nd Performance Review
  - RTP/RPP Committee Meeting
- **Tenure/Permanence** (usually 5-6 years)
  - 3rd Performance Review
  - External Reviews
  - RTP/RPP Committee Meeting

Summary of Key Deadlines

If there are deadline concerns, please contact Cindy Wills.

July 15	C.A. 5:31	Every faculty updates eCV
September 1	Bylaw 22.4.2	AAU Head informs AAU
October 1	Bylaw 22.4.3/C.A. 5:32	Performance review (PR)
October 15	Bylaw 22.4.4	Review PR
October 31	Bylaw 22.6.4	Renewal info to UCAPT
December 15	Bylaw 22.6.4	Tenure info to UCAPT
January 31	Bylaw 22.6.4	Promotion info to UCAPT

NEW for 2023 onwards: Senate motion in 2021-2022 will implement **tracking of key RTP/RPP milestones** to ensure transparency.

Managing Contract Renewal Process Timeline

Suggested Timeline to meet October 31 deadline

by June 30th	All performance review documents completed.
by September 8th:	Meet with faculty members to discuss performance reviews.
by September 15th:	Invite candidate to meet with RTP committee. With at least five 5 days notice: circulate packages to RTP committee.
by September 19th:	Initial review of each candidate completed by the AAU RTP committee. Consider whether candidate should be invited to attend an additional meeting to provide further clarification prior to RTP committee recommendation.
by October 3rd:	The AAU RTP committee has completed its final review of each application.
by October 10th:	Documentation completed by the AAU Head has been reviewed by the AAU RTP committee members.
by October 20th:	Documentation delivered to the Dean for the Dean's comments.
October 31st	**All applications delivered to the Chair of the UCAPT.**

Managing Tenure/Permanence Process Timeline

Suggested Timeline to meet December 15 deadline

by September 1st: Meet with AAU RTP committee to select names of external reviewers (min. 3) from lists previously gathered from i) the committee, and ii) the candidate. At least one (1) name selected from the committee's list, one (1) from the candidate's list, and one (1) from either the committee or candidate's list. A total of three referees are required.

by September 15th: External reviewers have agreed they will serve as referees.

by October 1st: Documentation completed for all performance reviews. Reference materials circulated to external reviewers.

by October 15th: Meet with faculty members to discuss performance reviews.

by November 17th: Candidate invited to the upcoming RTP committee meeting. With at least five 5 days notice: circulate packages to RTP committee.

by November 21st: The RTP committee has met and completed its initial review. Consider whether candidate should be invited to attend an additional meeting to provide further clarification prior to RTP committee recommendation.

by November 28th: The RTP committee completed final review of applications.

by December 1st: All documentation completed by the AAU Head and reviewed by the RTP committee members for feedback.

by December 5th: Documentation delivered to the Dean for Dean's comments.

December 15th: Applications delivered to the Chair of the UCAPT.

Managing Promotion Process Timeline

Suggested Timeline to meet January 31 deadline

by October 1st:	Documentation completed for all performance reviews. Meet with AAU RTP committee to select names of external reviewers (min. 3) from lists previously gathered from i) the committee, and ii) the candidate. At least one (1) name selected from the committee's list, one (1) from the candidate's list, and one (1) from either the committee or candidate's list. A total of three referees are required.
by October 15th:	Meet with faculty members to discuss performance reviews. External reviewers have agreed they will serve as referees.
by November 1st:	Reference materials circulated to external reviewers.
by December 20th:	Candidate invited to the upcoming RTP committee meeting. With at least five 5 days notice: circulate packages to RTP committee.
by January 7th	The RTP committee met and completed its initial review. Consider whether candidate should be invited to attend an additional meeting to provide further clarification prior to RTP committee recommendation.
by January 14th:	The RTP committee completed final review of applications.
by January 17th:	All documentation completed by the AAU Head and reviewed by the RTP committee members for feedback.
by January 21st:	Documentation delivered to the Dean for Dean's comments.
January 31st:	**All applications delivered to the Chair of the UCAPT.**

Role of the Candidate

- Prepare:
  - **Electronic Curriculum Vitae (eCV)** (mandatory) (CA 5.31).
  - Document **works-in-progress** (provide supporting documents for i*n-press* publications).
  - **Optional Self-Assessment**.
  - **Optional UCAPT Teaching Dossier**.
- Forward package to your AAU Head for your Performance Review.
- Ensure the documents are complete!

Intentionally Identifying Strengths and Gaps

Procedural Fairness

Candidate has full opportunity to:

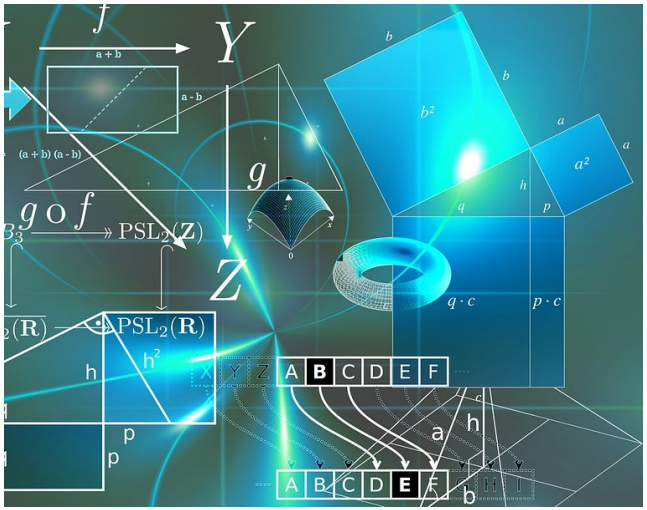
- Know the Head's view of performance in writing and to respond in writing.
- Complete and submit *c.v.,* optional self-assessment statement and optional teaching dossier, and to view the completed UCAPT documentation.
- Appear and speak at RTP/RPP meeting.
- Respond regarding negative recommendation.

Optional Self-Evaluation

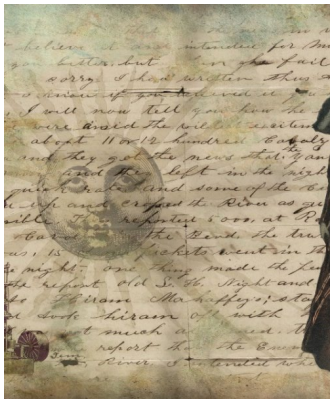
Pink Resource Guide (Page 35)

I. Teaching Ability and Performance
II. Research, Scholarly and Creative Activity
III. Contributions to the University and to the Academic Profession in areas exclusive of teaching and research
IV. Overall Self Assessment

Refer to your RTP/RPP Criteria as a summary



Documenting your Teaching through a Teaching Dossier



Centre for Teaching & Learning

https://www.uwindsor.ca/ctl/

What is a Teaching Dossier?

A ***succinct*** document that provides a portrayal of your teaching:

- What you ***believe*** and ***value***
- What you ***do*** (activities, methods)
- What ***impact*** it has

Common Components

A. Teaching Approach: *What you believe*

– Teaching philosophy

B. Teaching Contributions: *What you do*

– Teaching practices/methods

– Courses taught, student supervision

– Scholarship of Teaching and Learning

– Teaching development

C. Teaching Feedback: *What impact you have*

– Student ratings, peer letters and messages, other data

D. Appendices: Supporting Evidence (*Evidence of impact*)

– Examples of work, methods, outlines, manuals, sample work, exams, letters

(University Windsor Template format
https://www.uwindsor.ca/ctl/sites/uwindsor.ca.ctl/files/ucapt-teaching-dossier-guide.doc **)**

Activity for Later Reflection

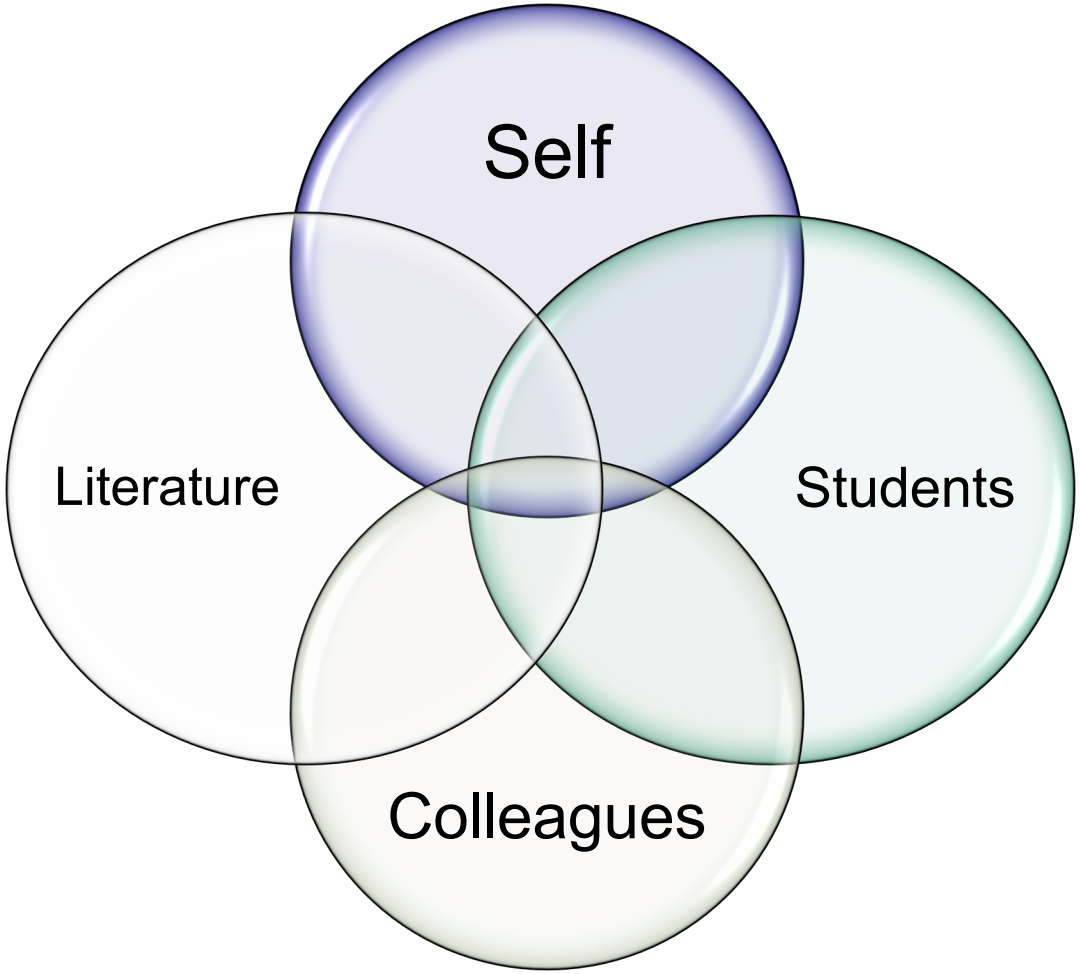
Individual free write: (~5 min)

What kind of teacher are you?

Suppose someone walked into your class – how would you like someone to describe you?

Teaching Dossier Academy – First week of June

Triangulate Evidence



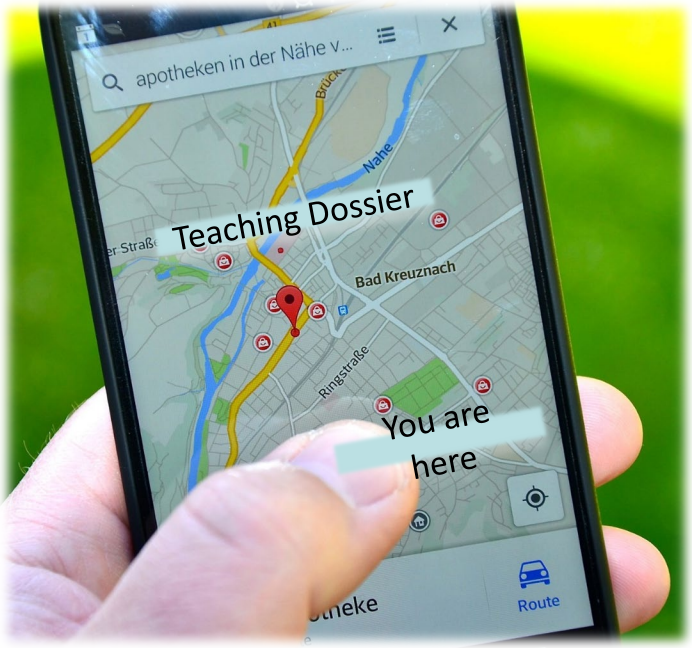
Provide multiple sources of evidence

New Student Perception of Teaching (SPT) – one source among others

(Brookfield, 1995)

Next Steps

- Open a teaching dossier file
- Schedule updates for dossier and eCV
- Use electronic calendars to track details
- Gather explicit evidence
- Involve a colleague/critical friend
- Compare with your criteria
- Meet with your Head/Dean



Teaching Dossier Resources

University of Windsor Template
University of Alberta – good examples of support documents

- https://www.uwindsor.ca/ctl/502/teaching-dossiers

- Teaching Dossier Academy (TDA) – first week of June each year
- https://ctl2.uwindsor.ca/workshops/3/

TDA Resources

- https://www.uwindsor.ca/ctl/sites/uwindsor.ca.ctl/files/tda-resource-booklet-2021.pdf

One-on-one Consultations

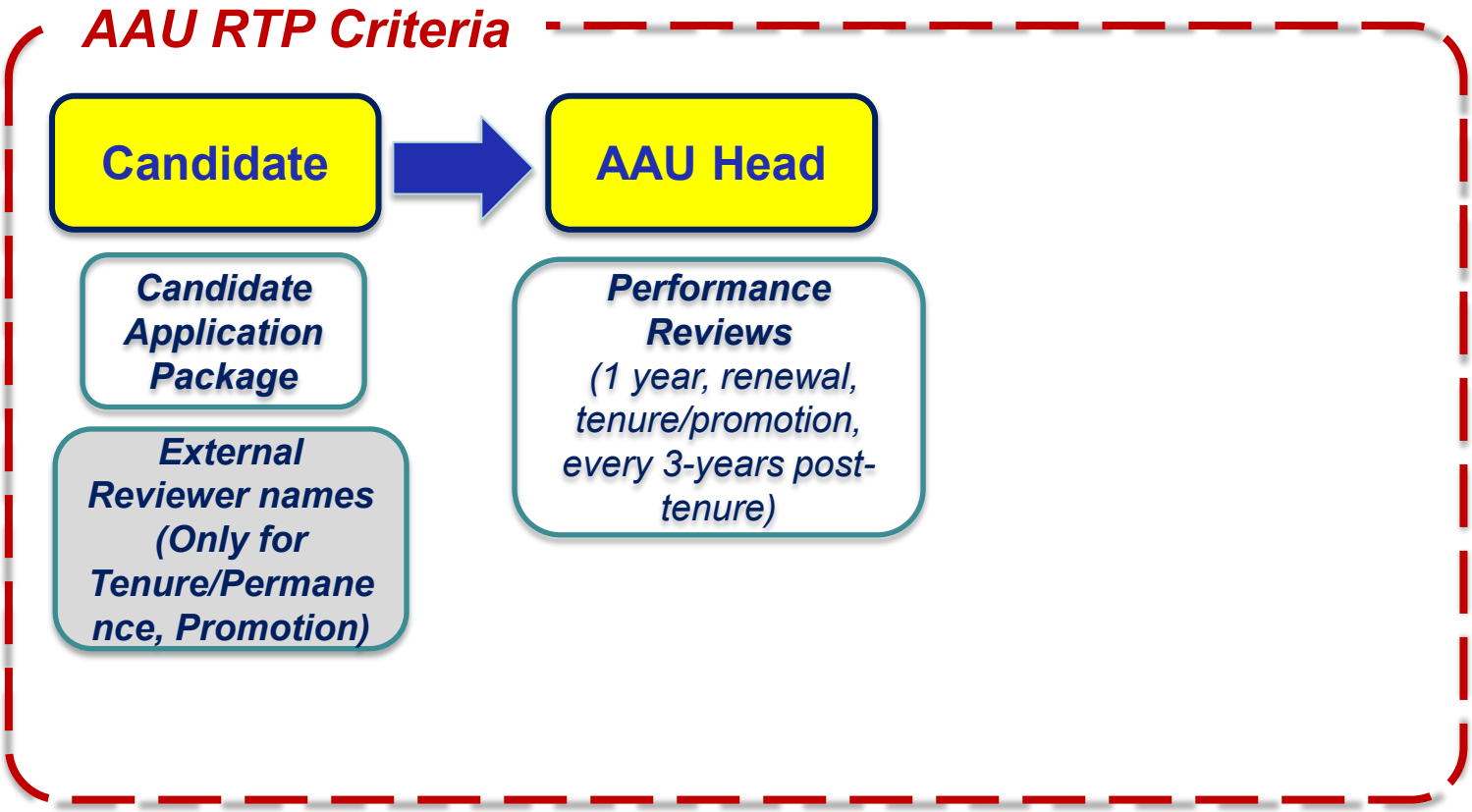
- https://www.uwindsor.ca/ctl/347/teaching-dossier-consultation

Observations and Feedback

- Peer Collaboration Network https://www.uwindsor.ca/pcn/
- CTL https://www.uwindsor.ca/ctl/346/teaching-observations

Images: Pixabay

Key Components Overall RTP Process



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Performance Reviews

- Performance Review reports completed by the AAU Head must address the specific AAU-approved criteria and standards.

Bylaw 22.4.3.1:

- By October 1 following the **first, third, and fifth** full year of an **untenured faculty member**, the AAU Head shall complete a Performance Review relating to the criteria for tenure and promotion to Associate Professor specified in Bylaw 23.
- The Performance Review shall be in writing.
- Each untenured faculty member shall have the right to make a **written response** relating to achievement of the criteria.
- The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.

Performance Reviews – Post-Tenure

Bylaw 22.4.3.2:

- By October 1, the AAU Head shall complete a Performance Review every three years for each **tenured faculty member** of the AAU relating to the criteria for promotion to Professor specified in Bylaw 23.
- The Performance Review shall be in writing and each tenured faculty member shall have the right to make a written response relating to achievement of the criteria.
- The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.

Performance Reviews: Bylaw 22.4.3 – continued

- By September 15, a tenured faculty member wishing a Performance Review shall communicate that request to the AAU Head, and the Performance Review is to be completed by October 1.
- The Performance Review shall be in writing and each tenured faculty member shall have the right to make a written response relating to achievement of the criteria.
- The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.

Performance Reviews – continued

Bylaw 22.4.4 Renewal, Tenure/Permanence, and Promotion

Bylaw 22.4.4.1:

- **By October 15, all elements of the performance review process under 4.3 shall be completed.**
- The AAU Head shall review the work and achievement of, and with, the appropriate faculty member over the past year including the Performance Review of the faculty member and any response of the faculty member to the Review; and

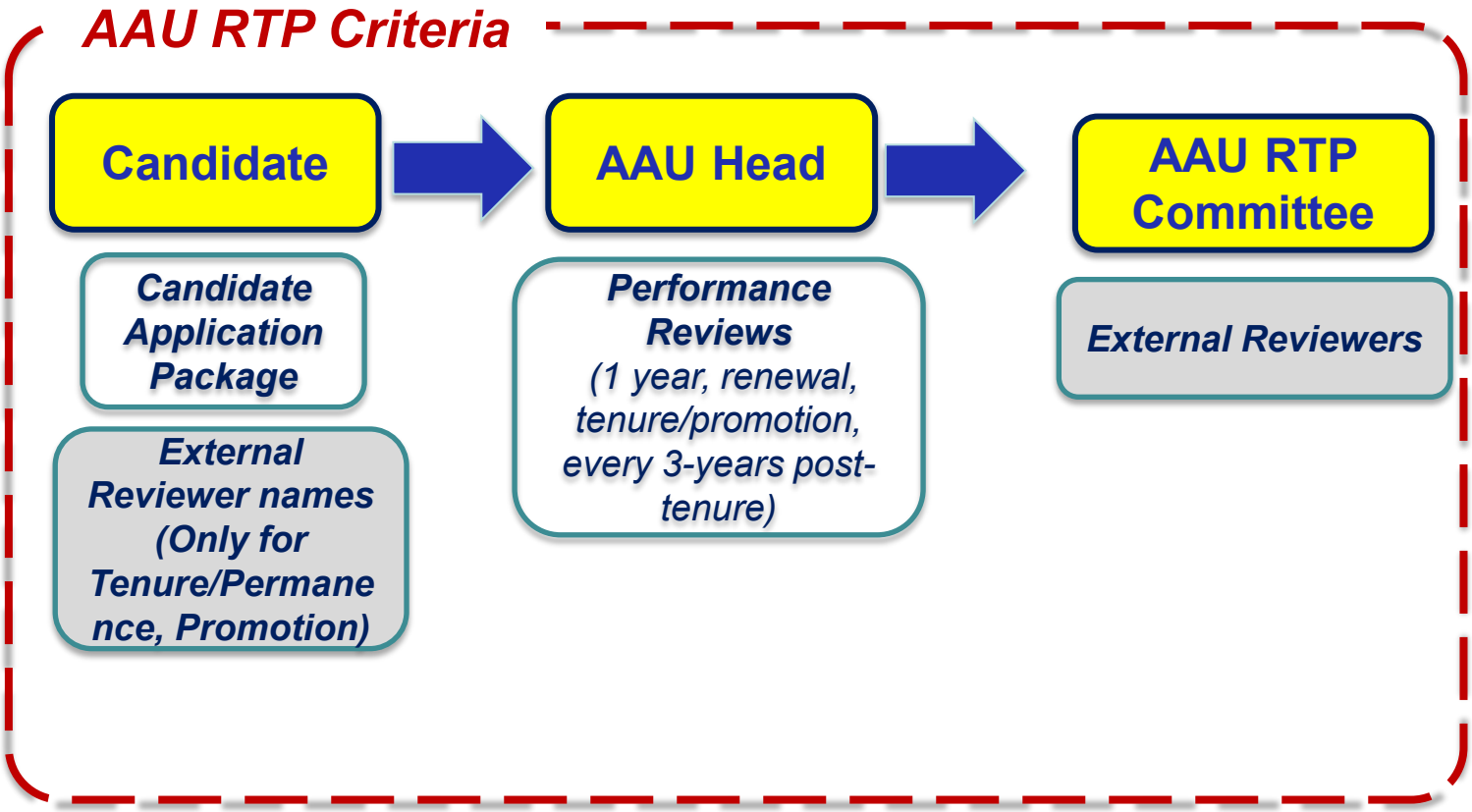
Bylaw 22.4.4.2:

- Shall indicate to each faculty member who does not hold the rank of Professor the planned recommendations which will be submitted to the AAU RTP Committee with respect to renewal of contract, tenure or promotion.

Bylaw 22.4.4.3:

- In cases where the AAU Head proposes not to recommend renewal of contract, promotion or tenure, the Head will advise the faculty member of this in writing within 2 working days of conducting the review in 4.4.1.
- The faculty member may make written application to the AAU RTP Committee for consideration of renewal of contract, tenure, or promotion, within 2 working days.

Key Components Overall RTP Process



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RTP/RPP Committee [Bylaw 22.3]

Non-departmentalized Faculty

- Dean [Chair of RTP Committee]
- 3 to 5 regular faculty elected by regular faculty members at AAU council – majority must be tenured
- One student (see Bylaw 22.3.1.5)
- Equity Assessor [non-voting]
- Two different genders to be represented from members, one must be female, excluding student

Departmentalized Faculty - as above except:

- **Dean (or delegate) of faculty [non-voting]**
- **AAU Head, [chair of RTP committee]**
- 3 to 5 regular faculty elected by regular faculty members at AAU council – majority must be tenured
- One student (see Bylaw 22.3.1.5)
- Equity Assessor [non-voting]
- Two different genders to be represented from members, one must be female, excluding student

Quorum for RTP/RPP Committee

- Quorum is one less than the full voting membership of the AAU RTP/RPP Committee (**Bylaw 22.6.1)**.

- A student need not be present to hold a meeting.

… however, meetings should not be scheduled so that they preclude certain members from being to regularly attend.

Role of the AAU Head, Chair of Committee

- Ensure committee members review Bylaws 22 and 23, and Article 13 of the Collective Agreement.
- Performance Reviews – review materials candidate, write letter, review final letter with candidate and provide opportunity to respond. Attach all Performance Reviews and responses with the final package.

- Gather Student Ratings Tables – Request from IT the tables (SOST, SET, now SPT – see Guides) Note: ***** SET scores were not collected for Winter 2020 during COVID and were optional to include in RTP/RPP for the entirety of the COVID-19 period March 2020-June 2022. Then from June 2022-August 2023, SET scores were also optional as the SET Task Force completed its work and the changes were being implemented. See attached link from the Provost's office:***

https://www.uwindsor.ca/provost/sites/uwindsor.ca.provost/files/interpretation_directive_regarding_sets_and_performance_reviews_for_promotion_and_tenure_decisions_during_the_covid_19_emergency_period.pdf

- Include AAU RTP/RPP Criteria (or job description).
- Reach out for external reviewers for tenure/permanence or promotion to professor – include all letters in the package.

Role of the Chair continued

- At least 48 hours before the meeting, inform candidate in writing of the date and time and of their right to make personal representation to the Committee (Bylaw 22.5.2)
- Chair the RTP/RPP Committee Meeting
  - All members except the EE/PA and the Dean (in the case of Departmentalized Faculty) will have a vote.
  - **The vote will be by secret ballot.**
  - A decision is reached by a majority vote of the voting members present.
  - Tie vote = a positive recommendation

Role of the Chair continued

- Complete the UCAPT Evaluation Form with committee
- Complete the UCAPT Cover Sheet
- Forward package for Dean's recommendations (in departmentalized Faculties)
- Inform the candidate of the recommendation
- Forward package to UCAPT

UCAPT Cover Sheet

UNIVERSITY OF WINDSOR
RECOMMENDATION TO UCAPT BY AAU RTP COMMITTEE - Renewal of Contract

Please Refer to:
Senate Bylaws 20, 22, 23 and
Collective Agreement Articles 5:31, 5.32, 12 & 13
AAU RTP Committee Membership:
List ALL members AND indicate whether present or absent

1) Voting AAU Head (Chair):
2) Voting Student (a):
3) Voting Student (b) [**ONLY required for Joint & Hybrid appointments – Bylaws 20.2.1.3 and 22.3.1.3**]:
4) Voting Faculty members:
5) Non-voting Dean (or designate) of Departmentalized Faculty:
6) Non-voting EE/PA:

Check List:
- ☐ 1) yellow cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic *c.v.*
- ☐ 4) UCAPT Record of Student Perceptions of Teaching Ratings Tables
- ☐ 5) Table 3
- ☐ 6) all performance reviews and responses
- ☐ 7) optional Candidate Self-Assessment Statement
- ☐ 8) optional teaching dossier
- ☐ 9) AAU RTP Criteria

RECOMMENDATION

To be completed by AAU Head:
NAME:

AAU/DEPT/SCHOOL: ... Faculty: ...

The AAU Committee Recommends **RENEWAL OF CONTRACT:** **Yes** ☐ **No** ☐

Previous AAU Votes on Renewal of Contract:

Date (day/month/year)	Yes	No	Abstention	Non-Voting	Absent
/.../0000	0	0	0	0	0
/.../0000	0	0	0	0	0
/.../0000	0	0	0	0	0
/.../0000	0	0	0	0	0

Current AAU Vote: Yes: 0 No: 0 Abstention: 0 Non-Voting 0 Absent: 0

Date: EE/PA Signature:

Date: AAU Head Signature: _____

Previous UCAPT Evaluation Form

- Used 7-point scale mirrored previous SET survey
- Evaluation categories were prescriptive
- Inconsistent with AAU RTP/RPP criteria
- Inconsistent format between sections
- Repetition for AAU Heads

UNIVERSITY OF WINDSOR
UCAPT RATING AND EVALUATION FORM

I. EVALUATION OF TEACHING ABILITY AND PERFORMANCE

List the RTP Committee's principal sources and bases of information for the evaluation below:
[For example, for sources: personal observation, videos, AAU or other seminars, SET reports and other feedback, alumni surveys, clinical/field reports, and for information: teaching dossier, number and average size of courses evaluated, the number of different courses taught, the levels of instruction provided, the period of time in years covered by this evaluation, and a summary of the professor's teaching evaluation scores in relation to a profile of comparable evaluations from the Program. If the Optional UCAPT Teaching Dossier is provided, please refer to relevant contents specifically. Also, see Article 5:08 (c)(i)-(xiii) of the Collective Agreement.]

I. A) The RTP Committee evaluates the candidate's teaching as follows:

Use numeral symbols:	(7) Outstanding	(6) Very Good	(5) Good	(4) Adequate
	(3) Poor	(2) Very Poor	(1) Extremely Poor	N/A (Not Applicable)

		Overall Assessment:
(a)	Course Outlines	____
(b)	Organization of class	____
(c)	Preparation for classes	____
(d)	Clarity of communication	____
(e)	Ability to stimulate students' interest	____
(f)	Responsiveness to students' questions and suggestions	____
(g)	Quality of evaluation procedures	____
(h)	Quality of instructional materials	____

Revised UCAPT Evaluation Form

- 7-point scale is eliminated
- Evaluation categories will come from AAU RTP/RPP criteria categories
- Consistent format.
- Provides greater opportunity for insightful commentary

I. EVALUATION OF TEACHING ABILITY AND PERFORMANCE

A. Committee's Sources of Evidence

List the RTP/RPP Committee's principal sources and bases of information for the evaluation.

Sources of evidence could include but are not limited to teaching philosophy statements, EDI statements, teaching dossiers, colleague and student perceptions of and/or feedback on teaching, external reviewers' comments, contributions to teaching, educational material development, and educational leadership. Student perceptions of teaching (SPT) results cannot be used as the sole source of information.

If a Teaching Dossier is provided, please refer to relevant contents specifically. See also WUFA Collective Agreement.

B. *Committee's Evaluation based on Teaching Criteria*

Position's Weighting for the Teaching Criteria (X%)
Traditional weighting 40%, variations clarified in RTP Criteria or in position descriptions/letters.

Please insert the key Criterion/Indicators from your AAU.
INSERT your AAU RTP/RPP Teaching Criteria here:

Criterion/Indicator	*Summary of Evidence Used in Evaluation*	*Committee Evaluation: Eg Unsatisfactory / Satisfactory / Good / Excellent*

If the unit criteria do not explicitly recognize and/or take into account EDI and Indigenization, or the unique and individualized contributions made by Black, Indigenous, and racialized faculty please see the WUFA Collective Agreement for guidance. *If applicable*, please explain how these aspects have been considered.

Revised UCAPT Evaluation Form

- Rubric provided for guidance – can be modified to reflect AAU context
- Emphasis is to comprehensively review teaching, research, service
- Provides greater opportunity for insightful commentary

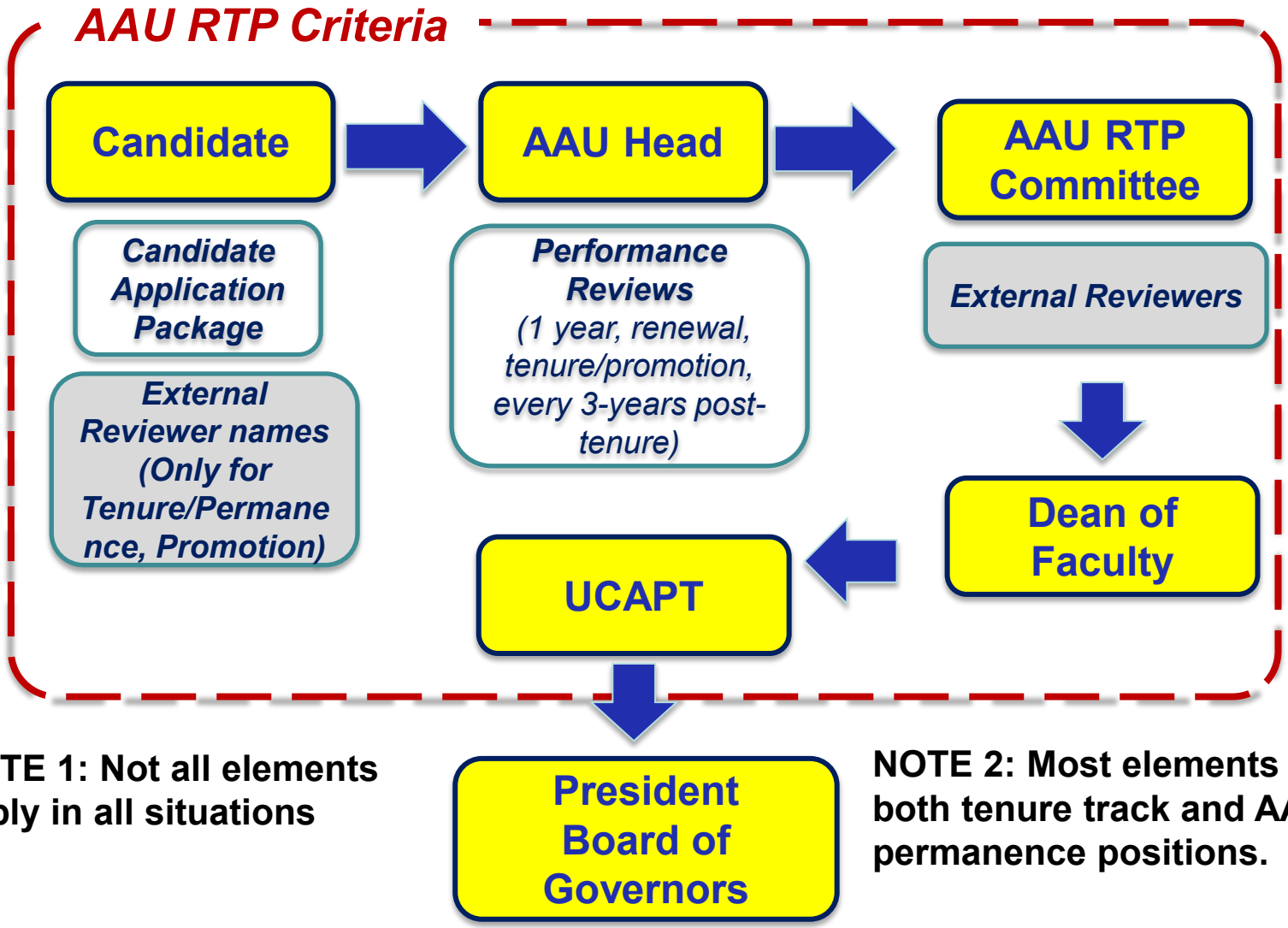
C. Committee's Overall Evaluation of Teaching Ability and Performance

Modify rubric to be appropriate for AAU

Evaluation Level	Description. These descriptions are only guidelines to understand the broad differences between evaluation levels. These descriptions are for illustration only, and not all may apply. AAU RTP/RPP committees may redefine this rubric as appropriate.
Unsatisfactory	The candidate has performed well below normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed may be inappropriate or inadequate for the intend learning outcomes. The relationship the candidate has established with students is poor and is detracting from effectively teaching the expected content. The candidate has demonstrated little or no initiative to improve teaching through additional training and/or mentorship opportunities, nor have they acted on meaningful feedback.
Satisfactory	The candidate has performed within the bounds of normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed generally fulfil the intended learning outcomes. The candidate has a productive but not remarkable rapport with students. Lesser performance in one aspect (e.g., in class instruction) may be balanced by greater performance in another aspect related to teaching (e.g., student supervision). The candidate is aware of opportunities to improve teaching (e.g., workshops, etc.) but may have only participated in limited opportunities.
Good	The candidate has performed above normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed fulfil the intended learning outcomes, and has stimulated the interest or enthusiasm of students and others. The candidate has a productive rapport with students. Lesser performance in one aspect (e.g., in class instruction) may be balanced by significantly greater performance in another aspect related to teaching (e.g., student supervision).
Excellent	The candidate has performed significantly above normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed fulfil the intended learning outcomes, and has stimulated high levels of interest or enthusiasm by students and others. The candidate has a strong, productive rapport with students. The candidate may provide superior mentorship or assistance to students within the context of teaching.

Clearly state and comment on how the applicant has performed with respect to specific AAU RTP/RPP criteria.

Key Components Overall RTP Process



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Role of the University Committee on Academic Promotion and Tenure (UCAPT)

- Ensure fair process at faculty or AAU RTP/RPP committee.
- Review criteria/standards.
- Review application of the criteria/standards.
- Review evidence applied.

RTP/RPP Criteria

- Review annually – must have AAU, Faculty Coordinating Council and UCAPT approval (Bylaw 22.4.1-22.4.1.2).
- Known to the candidate.
- Reasonable within discipline and unit. Measurable wherever possible.
- Provided to external reviewers (permanence, tenure, promotion) to provide guidance for external assessments.

- Candidates may follow the AAU criteria and standards in place at the time of their initial appointment or any AAU criteria and standards approved thereafter. (Bylaw 23.2.2)

Ask your AAU for the latest criteria.

Example: RTP Criteria from Kinesiology 2021 (Teaching Section)

Criterion 5: Demonstrated ability to attract and successfully mentor and train students in research		
	Associate Professor	**Professor**
a) **Successful undergraduate and graduate student recruitment and retention, supervision, and mentorship**	Evidence that undergraduate and graduate students were recruited based on the candidate's reputation and actions.	Sustained evidence that the candidate attracts undergraduate and graduate students, and successfully supervised/mentored them to high achievement. For example, high achievement could imply post-doctoral positions, internship/job placements, research and grant success.
b) Undergraduate and graduate student application to external funds	Evidence that undergraduate and graduate students applied for external funding opportunities (e.g., tri-council/OGS funding).	Sustained evidence that undergraduate and graduate students applied for external funding opportunities (e.g., tri-council/OGS funding).
c) Evidence of collaboration with and support of undergraduate and graduate student presentations, publications, or creative activity	A pattern of collaboration with undergraduate and graduate students as evidenced by co-authorship on projects.	Evidence of a sustained pattern of collaboration with undergraduate and graduate students as evidenced by co-authorship on projects.

Tenure Consideration: Applies to Assistant Professors

- **Bylaw 22.4.5:** Any untenured faculty member at the Assistant level can be considered for tenure **after two full years** of employment in a probationary appointment at the University. In such cases, the faculty member shall initiate the process by making an application to the AAU Head by September 15.
- **The maximum length of employment at the probationary level is six full years of employment.**
- The last year for a tenure application to be considered, is during the sixth year of employment. In the 7th, the faculty member must have gained tenure.

Bylaw 22.4.6:

- A successful tenure application by an Assistant Professor will automatically result in promotion to Associate Professor. (Only one application is required).

Summary - Making the RTP Process Fair and Meaningful

- ***For applicant…*** be as complete as possible.
- **Put your best foot forward**: ensure your record is complete and accurate (e.g., avoid "double dipping" when itemizing achievements).
- If there is a discrepancy, you will be invited to present – this is a positive because this is your opportunity to present your case. It is NOT punitive.
- ***For committee members***… be objective.
- Issues have and do arise because of personal conflicts.
- **UCAPT is intended to be the neutral party.**

Questions / Discussion

New RTP/RPP Tracking
Brandon Besant

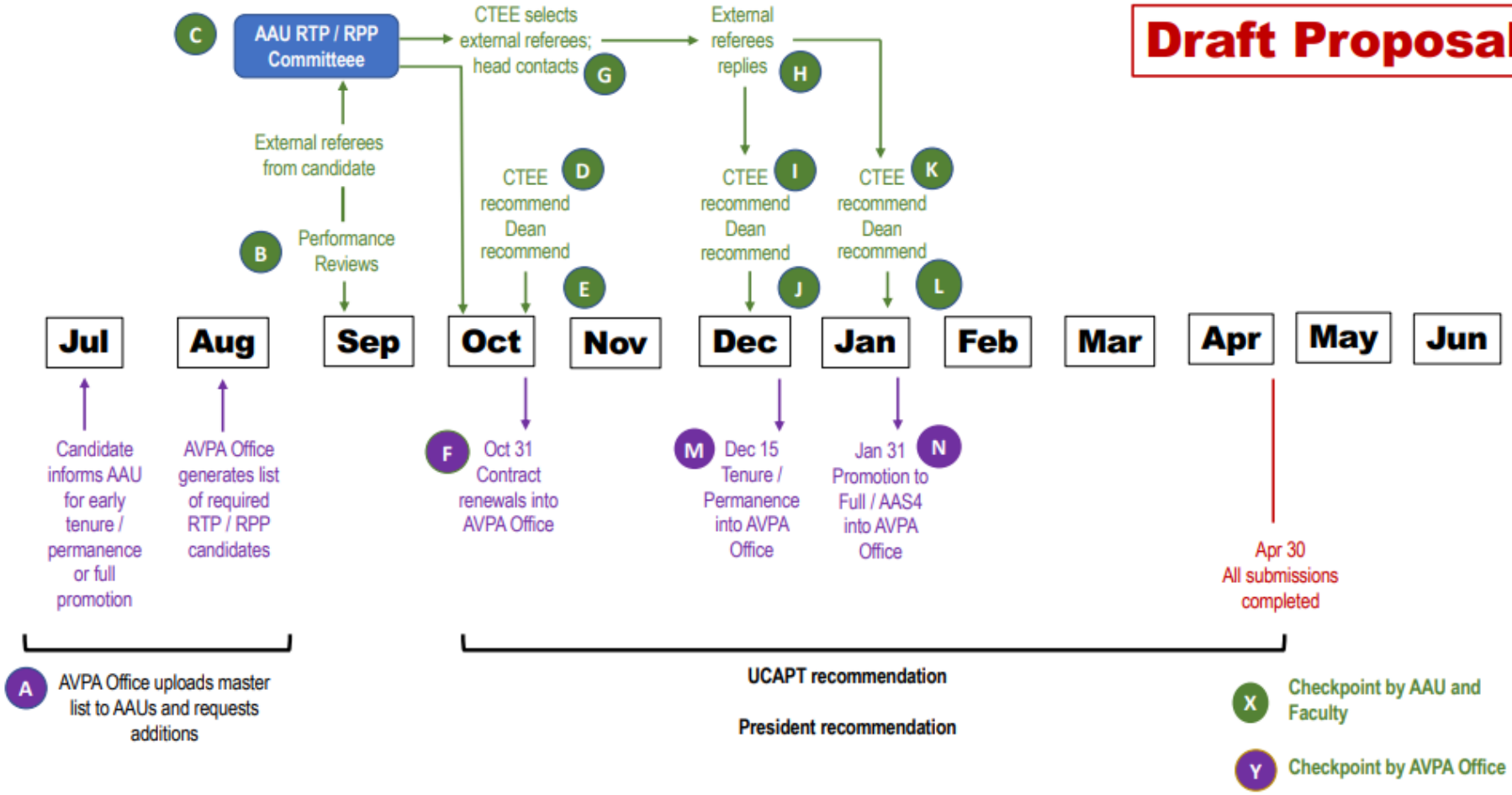
- A process to raise transparency in the RTP/RPP Process
- Mandated by Senate to develop a process for this Fall (voted June 2022)
- More complete enterprise process review underway

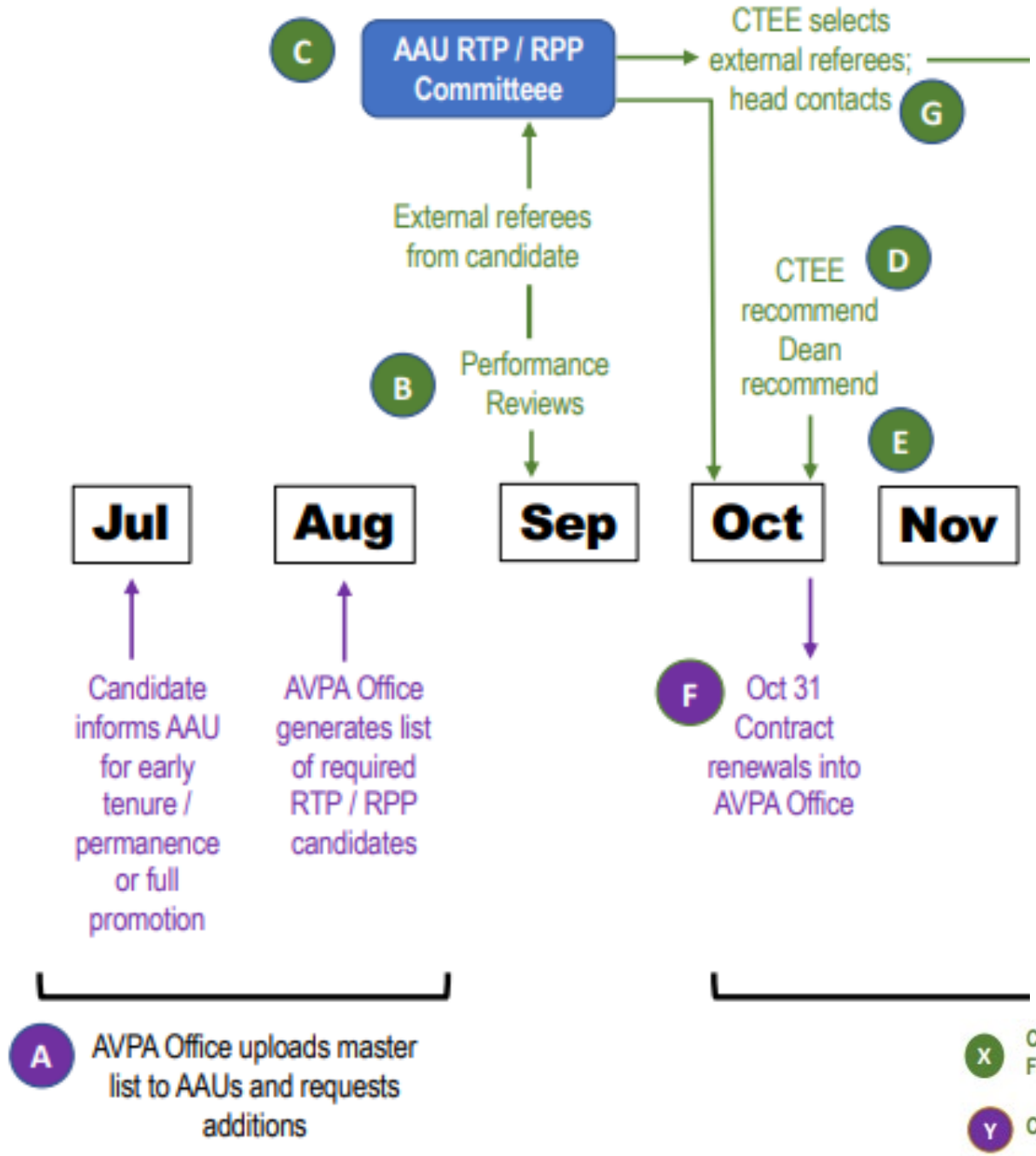
Contract Renewal Steps	Contract Renewal Step Description	Status
CR-1	AVPA Office Uploaded Master List, Confirm Additions	Not Complete
CR-2	Candidate Informed Head/Dean of Intention	Not Complete
CR-3	Package Submitted by Candidate	Not Complete
CR-4	Performance Review Completed	Not Complete
CR-5	RTP/RPP Committees Formed	Not Complete
CR-6	RTP/RPP Meeting Date Set	Not Complete
CR-7	Candidate Notified of Meeting	Not Complete
CR-8	Deliberations Complete	Not Complete
CR-9	RTP/RPP File Sent to Dean's Office	Not Complete
CR-10	Candidate Notified of Recommendation	Not Complete
CR-11	Dean Reviewed and Completed Summary	Not Complete
CR-12	Dean Submitted Package to AVPA	Not Complete
CR-13	UCAPT/UCRPPLM Review Complete	Not Complete
CR-14	President Reviewed	Not Complete
CR-15	AVPA Sent Letter to Candidate	Not Complete

Application Type	
Contract Renewals	A
Applicant Name	
	B
Applicant Email	
	C
Applicant Faculty/Department	
	D

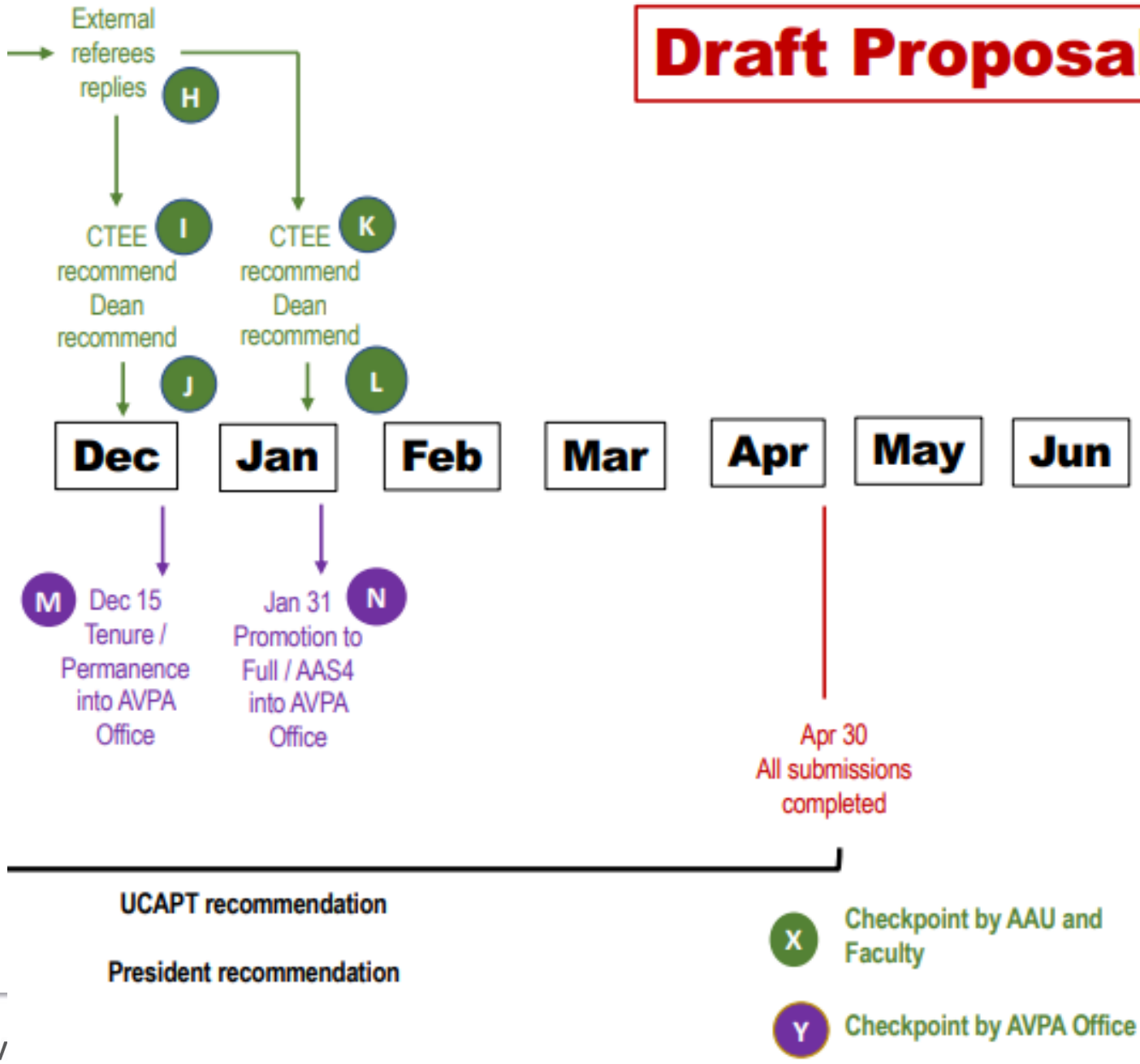
RTP Reporting Framework

Draft Proposal



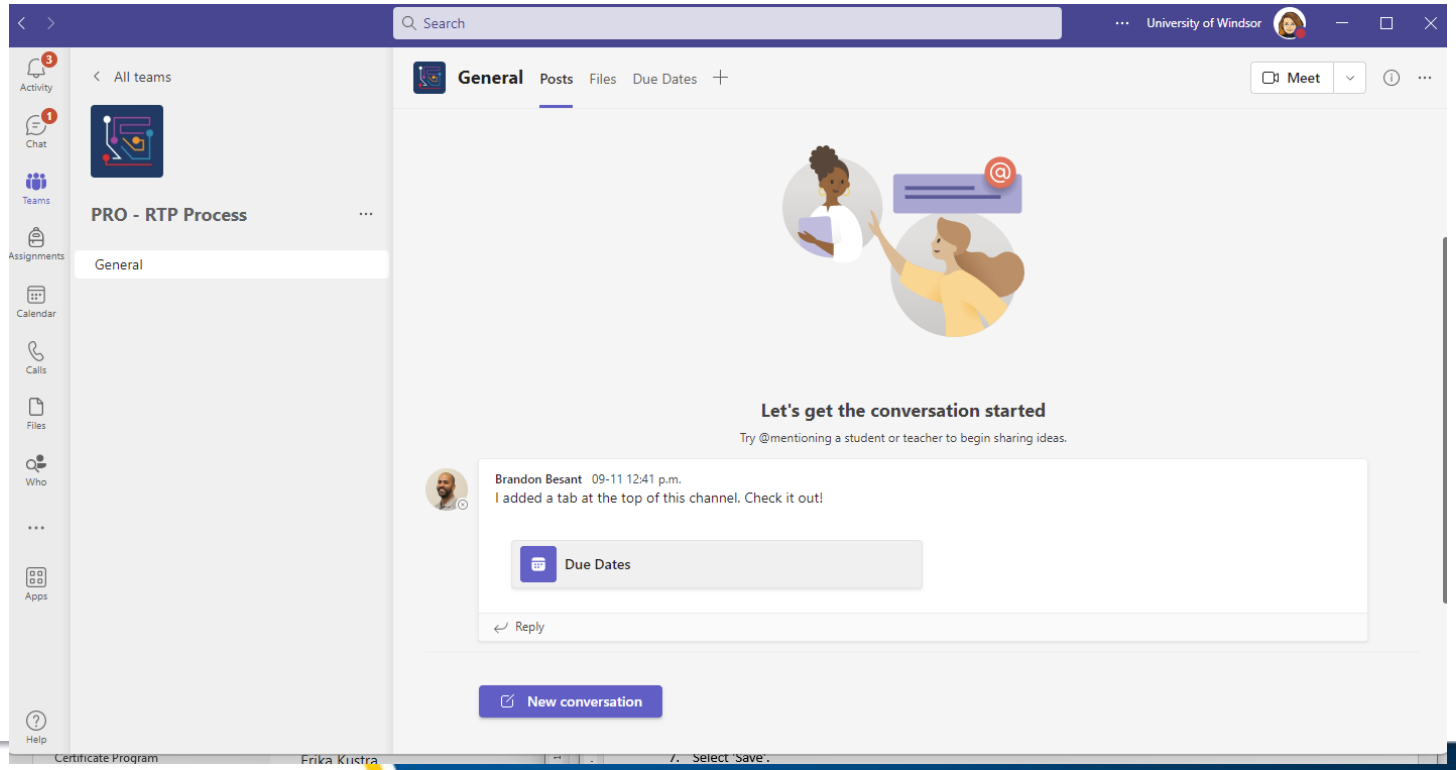

C
AAU RTP / RPP Committeee
CTEE selects external referees; head contacts
G
External referees from candidate
B
Performance Reviews
D
CTEE recommend Dean recommend
E
Jul
Aug
Sep
Oct
Nov
Candidate informs AAU for early tenure / permanence or full promotion
AVPA Office generates list of required RTP / RPP candidates
F
Oct 31 Contract renewals into AVPA Office
A
AVPA Office uploads master list to AAUs and requests additions
X
Checkpoint by AAU and Faculty
Y
Checkpoint by AVPA Office

Draft Proposal



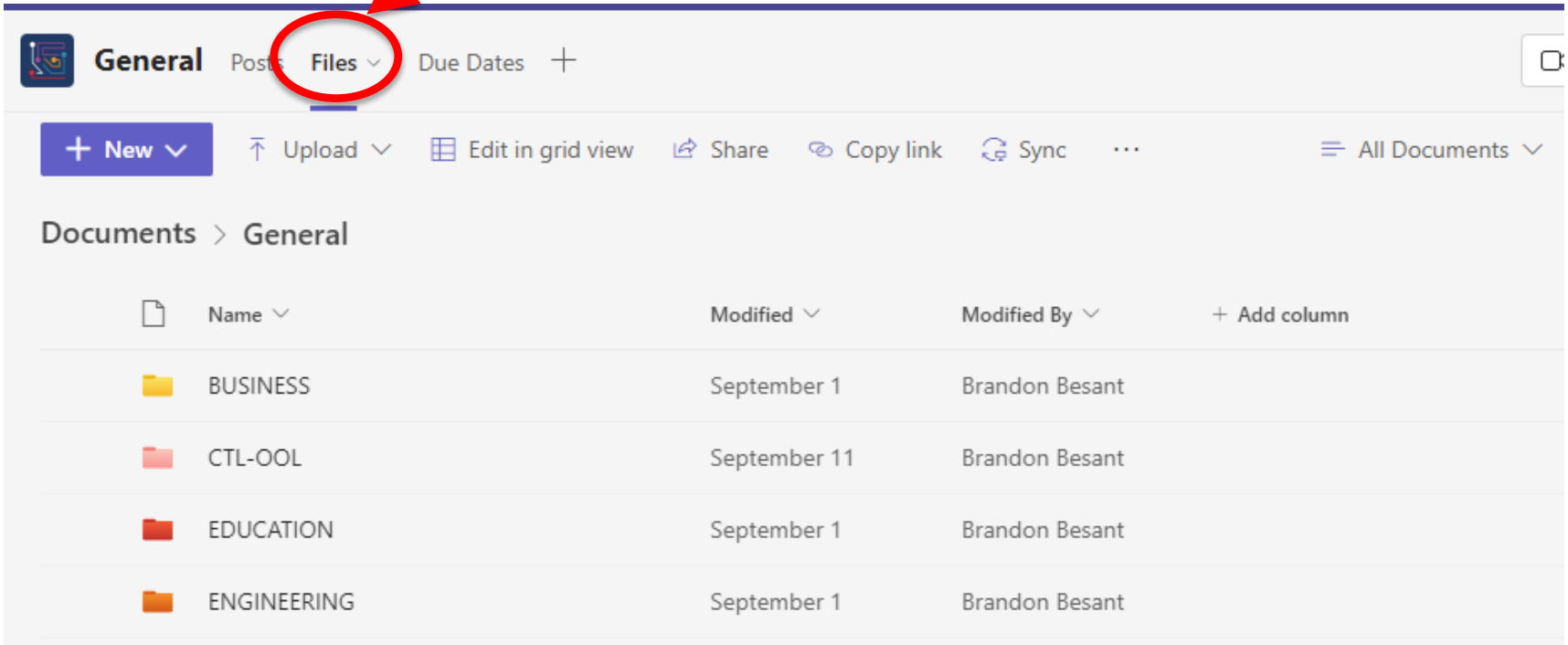
Getting Started

- Find the RTP Tracker in MS Teams
- PRO-RTP Process



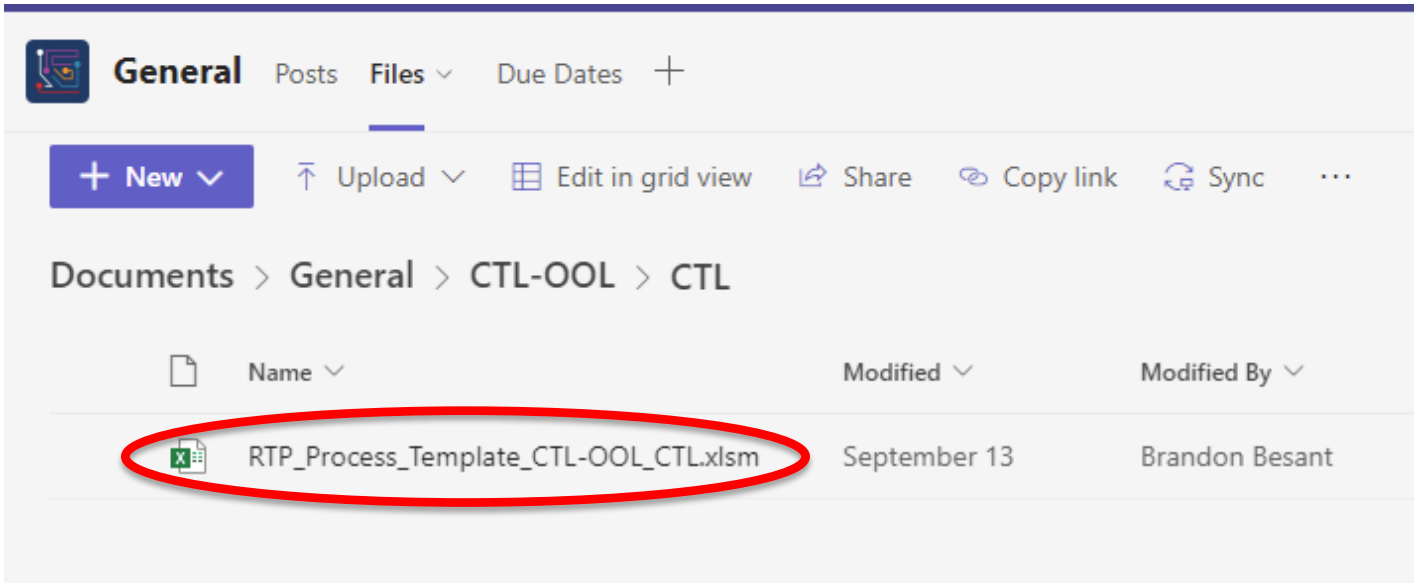
Find your folder

- Select Files from the top menu to reveal your Faculty and Department folders

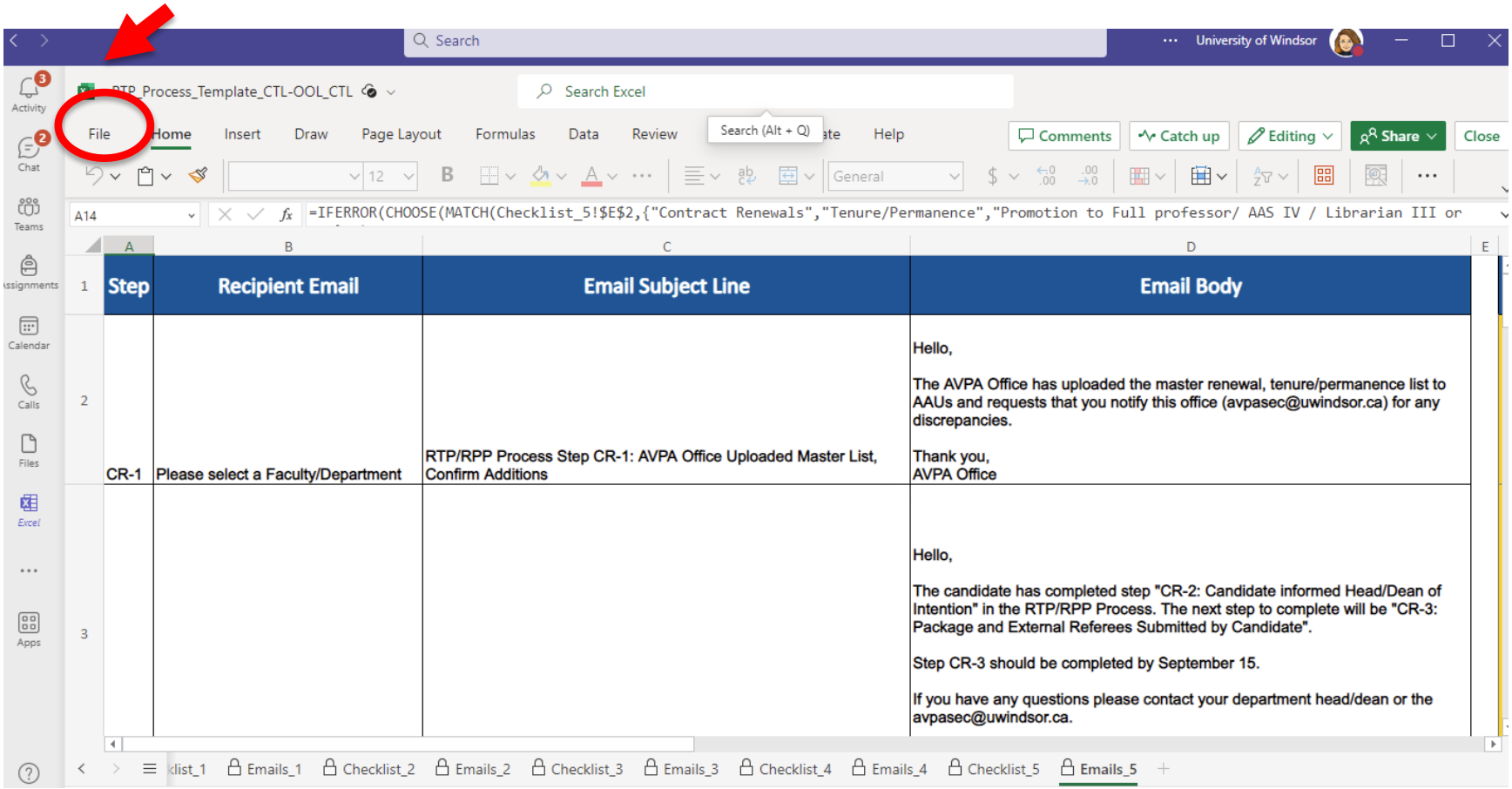


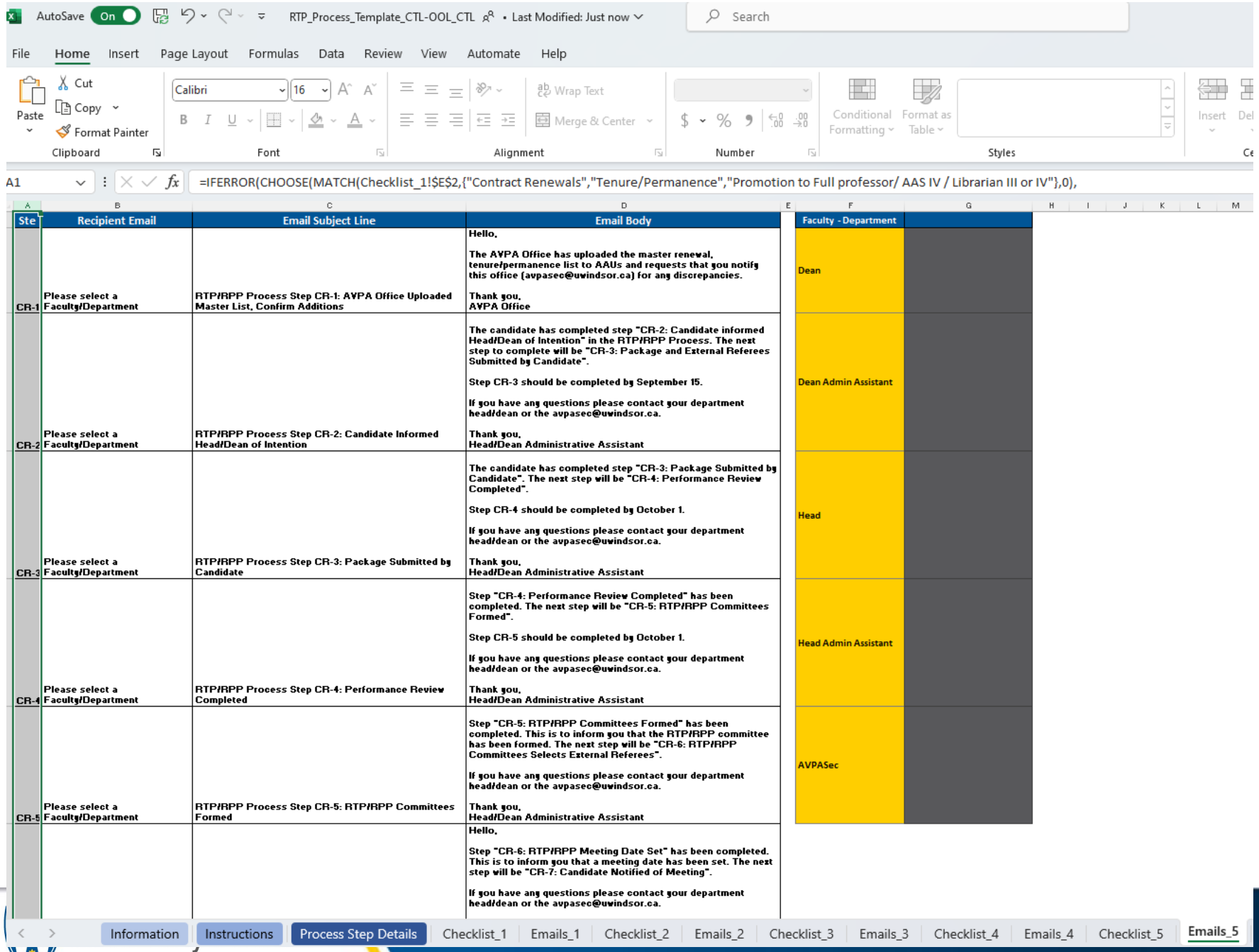
Prepare the Excel File

- Open Excel File template



Save Template with new name





Ste	Recipient Email	Email Subject Line	Email Body
CR-1	Please select a Faculty/Department	RTP/RPP Process Step CR-1: AVPA Office Uploaded Master List, Confirm Additions	Hello, The AVPA Office has uploaded the master renewal, tenure/permanence list to AAUs and requests that you notify this office (avpasec@uwindsor.ca) for any discrepancies. Thank you, AVPA Office
CR-2	Please select a Faculty/Department	RTP/RPP Process Step CR-2: Candidate Informed Head/Dean of Intention	The candidate has completed step "CR-2: Candidate informed Head/Dean of Intention" in the RTP/RPP Process. The next step to complete will be "CR-3: Package and External Referees Submitted by Candidate". Step CR-3 should be completed by September 15. If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca. Thank you, Head/Dean Administrative Assistant
CR-3	Please select a Faculty/Department	RTP/RPP Process Step CR-3: Package Submitted by Candidate	The candidate has completed step "CR-3: Package Submitted by Candidate". The next step will be "CR-4: Performance Review Completed". Step CR-4 should be completed by October 1. If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca. Thank you, Head/Dean Administrative Assistant
CR-4	Please select a Faculty/Department	RTP/RPP Process Step CR-4: Performance Review Completed	Step "CR-4: Performance Review Completed" has been completed. The next step will be "CR-5: RTP/RPP Committees Formed". Step CR-5 should be completed by October 1. If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca. Thank you, Head/Dean Administrative Assistant
CR-5	Please select a Faculty/Department	RTP/RPP Process Step CR-5: RTP/RPP Committees Formed	Step "CR-5: RTP/RPP Committees Formed" has been completed. This is to inform you that the RTP/RPP committee has been formed. The next step will be "CR-6: RTP/RPP Committees Selects External Referees". If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca. Thank you, Head/Dean Administrative Assistant
			Hello, Step "CR-6: RTP/RPP Meeting Date Set" has been completed. This is to inform you that a meeting date has been set. The next step will be "CR-7: Candidate Notified of Meeting". If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.

Faculty - Department	
Dean	
Dean Admin Assistant	
Head	
Head Admin Assistant	
AVPASec	

Information Tab

- Details on the different components of the RTP Tracker

Instructions Tab

- Detailed instructions

Process Steps Tab

- More detailed descriptions of each of the process steps

Checklist_* Tabs

- Contains the applicant information including: application type, applicant name, applicant email, applicant department and the RTP steps

Email_* Tabs

- Tabs that contain the appropriate recipient's emails and email content for each applicant

The important Tab!
Checklist_*(Name)

Contract Renewal Steps	Contract Renewal Step Description	Status
CR-1	AVPA Office Uploaded Master List, Confirm Additions	Not Complete
CR-2	Candidate Informed Head/Dean of Intention	Not Complete
CR-3	Package Submitted by Candidate	Not Complete
CR-4	Performance Review Completed	Not Complete
CR-5	RTP/RPP Committees Formed	Not Complete
CR-6	RTP/RPP Meeting Date Set	Not Complete
CR-7	Candidate Notified of Meeting	Not Complete
CR-8	Deliberations Complete	Not Complete
CR-9	RTP/RPP File Sent to Dean's Office	Not Complete
CR-10	Candidate Notified of Recommendation	Not Complete
CR-11	Dean Reviewed and Completed Summary	Not Complete
CR-12	Dean Submitted Package to AVPA	Not Complete
CR-13	UCAPT/UCRPPLM Review Complete	Not Complete
CR-14	President Reviewed	Not Complete
CR-15	AVPA Sent Letter to Candidate	Not Complete

Application Type	
Contract Renewals	A

Applicant Name	
	B

Applicant Email	
	C

Applicant Faculty/Department	
	D

Checklist_1

Test

- You should have received access to the MS Teams if you will be involved in approving the file
  - If you don't have access and are administering the process, please contact Brandon Besant (Brandon.Besant@uwindsor.ca) and Cindy Wills (cindy@uwindsor.ca)
- Trial using your own email
- Try out setting the first row to 'Complete'

Thank you!!
Feel welcome to stay and ask questions