

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



WORKSHOP FOR ADMINISTRATIVE ASSISTANTS

May 22, 2026



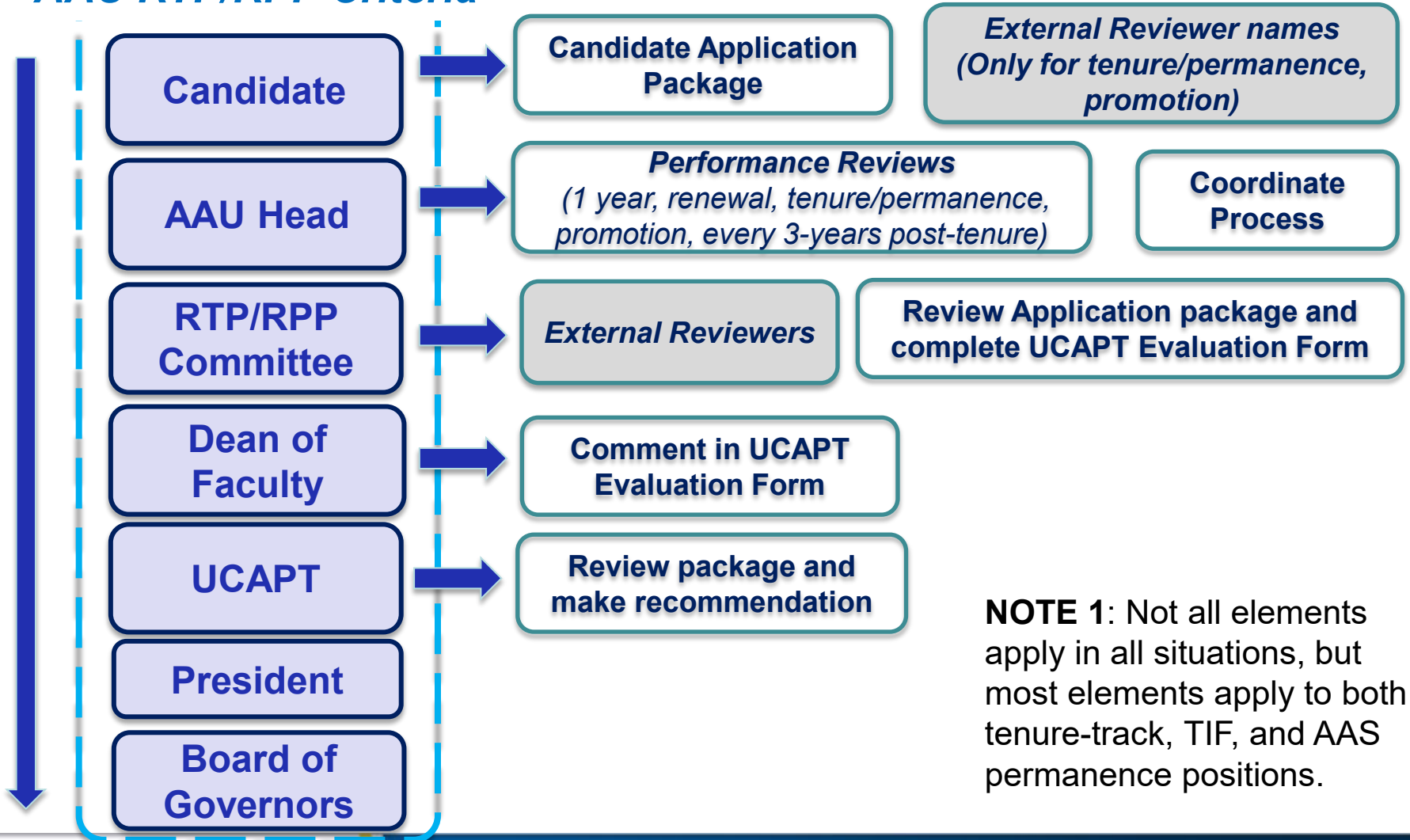
AGENDA

1. Welcome – Dr. Erika Kustra
2. Presentation – Review of Procedures – Blair Gagne/Erika Kustra
3. RTP/RPP tracking process feedback
4. Discussion/Questions
5. Your suggestions and comments



Key Components: Overall Process

AAU RTP/RPP Criteria



NOTE 1: Not all elements apply in all situations, but most elements apply to both tenure-track, TIF, and AAS permanence positions.



• **Bylaw 22.6.1** states that: “All meetings shall be held *in camera*. **A quorum shall be one less than the full voting membership of the AAU RTP/RPP Committee.** 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 shall be reached by a majority vote of the voting members present.”

• The bylaw does not require that a student be present to hold a meeting, though it may be recommended. Provided that the committee is properly constituted (appropriate number of faculty, both genders and a student), then the meeting can be held with one less than the full voting membership (regardless of who is the “one less”).

• **Bylaw 22.6.4:** The Dean’s recommendation on the file and its rationale, and the right to make written representations to the UCAPT, will be provided in writing to the faculty member concerned.



TENURE AND PERMANENCE APPLICATION TIMELINES:

Tenure Track Assistant Professor: Regular Track and Teaching Intensive(TIF)

- Performance reviews conducted following the member's first, third and fifth year (Bylaw 22.4.3)
 - Discussion with AAU Head; written copy to the candidate

- Tenure application occurs in year six
 - Early tenure after two years (not normally recommended)
 - Promotion to Associate comes automatically with granting of tenure
 - Encourage tenure consideration members to provide list of external referees as soon as the member has indicated their intention to move forward with the process



TENURE AND PERMANENCE APPLICATION TIMELINES:

Ancillary Academic Staff

- Performance reviews conducted **first, third and fifth year – no longer annually; for AAS II members – first, third and fourth year**
 - Discussion with AAU Head; written copy to the candidate
- Permanence applications as outlined in the candidate's appointment letter
 - Early permanence after two years (not normally recommended)
 - Promotion from AAS I to AAS II and Promotion from AAS II to AAS III are automatic with a successful permanence application.
 - Encourage permanence consideration members to provide list of external referees as soon as the member has indicated their intention to move forward with the process
- Tenure/Permanence considerations can be deferred to a maximum of three times. (Article 12:05)(e)
- Maternity/Parental leave does not automatically grant a tenure/permanence deferral. The member must request the deferral.



CONTRACT RENEWAL CONSIDERATION

Any faculty member hired July 1, 2023, will need a contract renewal conducted in the Fall of 2026

Performance Reviews – Bylaw 22.4.3:

- Performance review reports completed by the AAU Head must address the specific AAU-approved criteria and standards. Performance reviews are not conducted annually.
- For those members who have tenure/permanence, performance reviews are conducted every three (3) years.



RTP/RPP CRITERIA

- AAU departmental RTP/RPP criteria are ***reviewed annually*** – they must have Faculty Coordinating Council and UCAPT approval. (Bylaw 22.4.1-22.4.1.2)
- All AAU departmental RTP/RPP criteria requires the approval of UCAPT.
- **UCAPT approves any new RTP/RPP criteria and if there have been some significant changes made to the RTP/RPP criteria since its last approval. Updated AAU RTP/RPP criteria must be resubmitted to UCAPT for approval.** (Bylaw 22.4.1; 22.4.1.1 and 22.4.1.2)
- **If no changes have been done to the criteria, the document does not need to be sent to UCAPT**
- 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)
- On the RTP/RPP criteria document, it would be very helpful if dates were included on the criteria. For example, the date the criteria was first created; when it was revised; Faculty Coordinating Council's approval date and UCAPT's approval date etc.... - a good example is what Senate does with their revised bylaws.



ROLE OF THE CHAIR:

- BEFORE the AAU forwards items to the RTP/RPP committee, the documentation must be complete. The RTP/RPP committee should **NEVER** review incomplete material
- Ensure that all three (3) external referees have been received. The package is considered to be incomplete if the three (3) letters have not been received.
- Ensure committee members review Bylaws 22 and 23, and Article 13 of the Collective Agreement
- Ensure committee members review the completed UCAPT Evaluation Forms before forwarding them to the Dean
- UCAPT Cover Sheet (complete the UCAPT Cover Sheet)
- UCAPT Evaluation Form (complete the UCAPT Evaluation Form during or after RTP/RPP committee meeting)



ROLE OF THE CHAIR (continued):

- Record of Student Ratings Tables (Provide complete records of student ratings tables (SPT, SOST and/or SET – see RTP/RPP Guide)
- **Including the candidate's teaching scores.** ***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. **Ask the Candidate if they would like these scores included or not.** See 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



CHECKLIST FOR EACH UCAPT APPLICATION:

All applications MUST be submitted in one PDF file in this order

- Cover Page
- Rating and Evaluation pages
- Electronic CV
- SPT03 Report Summary and optional SPT Instructor Course reports (no comments)
- Table 3
- All **SIGNED** Performance Reviews and responses if available
- Letters of Reference (*for Tenure/Permanence OR Promotion to Professor, AAS IV, Librarian IV*) (22.5.2.3 / AAS III to AAS IV (CA 13.25), Librarian IV (CA 13.19) must be included with the application
- Self- Assessment and Teaching Dossiers (recommended)
- Job description (AAS members)
- RTP/RPP criteria



1. **Cover Page** (please ensure that all items below are complete):

- The candidate's name, department and faculty are indicated;
- Contract Renewal
- Tenure/permanence files only – A successful tenure application by an Assistant Professor will automatically result in promotion to Associate Professor (Senate Bylaw 22.4.6); This also applies to AAS I or II members applying for permanence.
- Early tenure/permanence files – unsuccessful tenure/permanence applications will default to a review for renewal of contract. A separate submission is not required (Senate Bylaw 22.4.5).
- The committee's membership **MUST** be properly constituted;
- The current AAU vote is indicated, and previous votes are noted for each year previously reviewed;
- The student's name(s) are recorded (2 are needed if 4 or more faculty members assigned to the RTP/RPP committee, excluding the AAU head);
- If there is a committee member absent, please ensure that it is noted on the cover sheet
- The equity assessor's name, signature and date recorded; (*requests for an equity assessor can be sent by email to eepe@uwindsor.ca*)
- The AAU Head's signature and date.



UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU RTP COMMITTEE

Tenure and Promotion to Associate Professor

**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) cover sheet
- 2) UCAPT Evaluation Form
- 3) candidate's printed electronic c.v.
- 4) Student Perceptions of Teaching **SPT03** Report Summary and (optional) SPT Instructor Course Reports – no comments
- 5) Table 3
- 6) all SIGNED performance reviews and responses
- 7) 3 reference letters for tenure
- 8) optional Candidate Self-Assessment Statement (recommended)
- 9) optional teaching dossier (recommended)
- 10) optional research statement
- 11) AAU RTP Criteria

RECOMMENDATION

To be completed by AAU Head:

NAME:

AAU/DEPT/SCHOOL:

Faculty:

The AAU Committee Recommends **TENURE AND PROMOTION:** Yes No

When application for tenure prior to the end of the probationary period is submitted and denied, the candidate will continue in their probationary appointment according to the normal timelines. If the tenure application, which the AAU RTP Committee is not recommending, coincides with the applicant's renewal year, are you recommending



2. Rating and Evaluation Pages

- Please ensure that all rating and evaluation pages are included and in their proper order (most current to older)

3. Electronic C.V.

- The electronic c.v. is the **ONLY** format that is accepted by UCAPT. If the application is submitted with a c.v. other than the electronic c.v. format, it will be returned to the Dean's office.
- Ensure the electronic c.v. is up to date and lists the current position
- If there are any entries in the electronic c.v. that are "**In Press**", please ensure that the corresponding documentation from the publisher is included with the application.
- Number each "**In Press**" notation in the right-hand margin and, also mark the matching back-up documentation with the same number. (i.e. each for the first set, both are number "1", the second set are numbered "2", and so on). Please do not put the backup documentation at the end of the application.



4. STUDENT PERCEPTIONS OF TEACHING (SPT)

- Please be advised that the new Student Perceptions of Teaching (SPT) form was approved by Senate in May of 2023 for use in Fall 2023. The new SPT form and sample reports are available here:
<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=Mzk3&pID=MjMy&attchmnt=False&uSesDM=False&rldx=Mzk3&rCFU=>
- **DO NOT** include SPT survey comments with the UCAPT application (unless the applicant has included them in their Teaching Dossier and has indicated their desire to include the comments in their package).

UCAPT Record of Student Course Ratings Tables – SET

- Please ensure that all scores are included with the application (SET scores for the period Fall 2004 up to Fall 2023 (includes SET page for each year, Tables 1a, 1b, 2 and 3) [all these scores are produced by ITS except for **Table 3 which is produced by the AAU Head/Secretary]**].



➤ **UCAPT Record of Student Course Ratings Tables - SOST**

- Please ensure that all SOST scores are included with the application. (5 tables for each of the years the member has taught up to and including Summer 2004).
- This is a requirement mostly for promotion to full professor applications.



Student Evaluations of Teaching (SET)

Reminder from COVID: Including SET Scores is the member's choice for Winter 2020-August 2023

- SET scores were not collected for Winter 2020 during COVID
- SET scores were optional to include in RTP/RPP for the entirety of the COVID-19 period March 2020-June 2022 by Senate COVID decision [See message from the Provost's office](#)
- June 2022-August 2023, SET scores were also optional as the SET Task Force completed its work and the changes were being implemented by Senate vote.
- For SET reports and feedback submit a ticket to IT services: www.uwindsor.ca/itservices/support/ticket



Student Perceptions of Teaching (SPT)

[SPT Policy](#) Approved May 2023

[SPT User Manual](#): includes UWindsor and
Faculty norms

Instructions for students: ask.uwindsor.ca

Delivery will be to an SPT Teams Channel

To request a report: [Submit an IT ticket for
assistance](#)

Questions: spt@uwindsor.ca



SPT Ratings for use in RTP/RPP and Performance Reviews - Semester Teaching Summary

Anonymized:

Information clipped from left includes

- Personal identifying information
- Course Code
- Course Name

Fall
Averages
→

Winter Averages →
2023/24 Avg. →

Inter/Summer Averages →
2024/25 Avg. →

<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>
259	29	11.20%	35	4.71	5.20	5.21	5.68	4.80	5.34	4.57	4.39
164	35	21.34%	9	3.91	4.43	3.74	5.42	5.09	5.20	3.86	3.42
55	7	12.73%	5	3.43	3.52	3.86	4.84	5.10	4.93	3.40	2.71
478	71	15.09%	49	4.02	4.38	4.27	5.31	5.00	5.16	3.94	3.51
<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>
118	11	9.32%	10	4.52	5.45	5.18	6.11	5.03	4.52	4.15	3.79
47	5	10.64%	4	4.77	5.40	5.63	6.20	5.07	5.40	3.88	4.93
165	16	9.98%	14	4.65	5.43	5.41	6.16	5.05	4.96	4.02	4.36
643	87	13.05%	63	4.27	4.80	4.72	5.65	5.02	5.08	3.97	3.85
<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>
197	4	2.03%	19	5.46	5.75	5.29	6.13	5.58	6.31	5.80	5.50
197	4	2.03%	19	5.46	5.75	5.29	6.13	5.58	6.31	5.80	5.50
				<i>Normative Averages:</i> 6.26 6.33 5.97 6.55 4.79 5.98 5.85 5.80							



SPT Ratings for use in RTP/RPP and Performance Reviews - Courses by Semester

Same information, same instructor sorted by course level.

Note, these reports provided both as *.pdf and *.xlsx

Shaded averages are by course/semester. So only differ if one teaches multiple sections of same course (groups them together).

<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>	
259	29	11.20%	35	4.71	5.20	5.21	5.68	4.80	5.34	4.57	4.39	
259	29	11.20%	35	4.71	5.20	5.21	5.68	4.80	5.34	4.57	4.39	
<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>	
197	4	2.03%	19	5.46	5.75	5.29	6.13	5.58	6.31	5.80	5.50	
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<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>	
164	35	21.34%	9	3.91	4.43	3.74	5.42	5.09	5.20	3.86	3.42	
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<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>	
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55	7	12.73%	5	3.43	3.52	3.86	4.84	5.10	4.93	3.40	2.71	
55	7	12.73%	5	3.43	3.52	3.86	4.84	5.10	4.93	3.40	2.71	
<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>	
47	5	10.64%	4	4.77	5.40	5.63	6.20	5.07	5.40	3.88	4.93	
47	5	10.64%	4	4.77	5.40	5.63	6.20	5.07	5.40	3.88	4.93	
				<i>Normative Averages:</i>	6.26	6.33	5.97	6.55	4.79	5.98	5.85	5.80



5. Performance Reviews

- Please ensure that **ALL SIGNED** Performance reviews and any responses to the performance reviews are included with the application.
- Place performance reviews in chronological order, with the most recent date on top.
- Each performance review done since the candidate's appointment must be included with the application.
- Performance reviews are conducted every 3 years for tenured faculty or AAS members who have permanence.

6. Letters of Reference (for Tenure/Permanence applications and for Promotion to Professor, AAS IV and Librarian IV applications):

- Letters of reference in the order indicated on the Cover page must be included. This includes one from the committee, one from the candidate and one more chosen from either the committee or candidate's list. Three external referees are **REQUIRED** or else the package is considered to be incomplete.



7. Self-Assessment & Teaching Dossier Pages (both of these are optional additions but highly encouraged to be included in RTP/RPP packages):

- If a candidate includes a folder or a binder with their application, check to see if the self-assessment or the teaching dossier pages were included in the binder. If included, please ensure that they are copied and included with the application.

8. Job description for an AAS file MUST be included with the application. A member's job advertisement does not count as the job description.

9. RTP/RPP criteria

- The department's RTP/RPP criteria MUST be included with the candidate's application.
- For AAS members – the job description **and** the RPP criteria are included.



LIST OF COMMON ERRORS:

- “In Press” supporting documentation is not submitted with the application;
- “In Press” title of supporting documentation is different;
- Table 3 of the Student evaluation scores are not included with the application;
- SOST scores are not included with the application (this is most common when a promotion to Professor application is submitted);
- Complete set of SIGNED performance reviews are not included (especially for a tenured professor who requires a performance review every 3 years following tenure being granted);
- The RTP/RPP committee was not properly constituted;
- Voting count on the cover sheet is not accurate or incomplete;
- RTP/RPP criteria is not included with the application;
- **All applications MUST be submitted in a single PDF file**



EARLY TENURE/EARLY PERMANENCE OR PROMOTION TO FULL PROFESSOR, AAS IV or LIBRARIAN IV

- For any faculty member, Librarian or AAS member that wishes to go early for tenure/permanence shall initiate the process by making an application to the AAU Head/Dean/University Librarian by **September 15th** (Bylaw 22.4.5). Please email avpasec@uwindSOR.ca if any member in your area has decided to do this.
- For any **ANY** member who wishes to apply for early tenure/permanence or promotion should notify head/dean as early as possible.
- Associate Professor, Librarian III or AAS III member who wishes to go forward for promotion to full professor, Librarian IV or for AAS IV shall also inform the AAU Head/Dean/University Librarian what their intention is no later than **September 15th**. Please email avpasec@uwindSOR.ca if any member in your area has decided to do this.



STUDENT MEMBERSHIP

Senate Bylaw 22.3.1.5: Student alternates, to a maximum of two per AAU/other body, may be elected by and from the students of the appropriate body to serve as representatives in cases where the elected student representative(s) is(are) unable to participate for an extended period of time due to program requirements. (e.g., co-op or field placements, internships, etc.) **In all instances, there shall be no alternating among and between student representatives during the course of consideration of the promotion, tenure or renewal of contract of an individual faculty member.**

There must be a minimum of one student member appointed to the committee. However, this student does not need to be present for the committee to move forward with the file consideration.



DEADLINES:

September 1 st :	Bylaw 22.4.2	Pertinent information brought to the attention of the faculty and AAS members by AAU Head
October 1 st :	Bylaw 22.4.3 and C.A. 5:32	Performance Reviews completed and communicated in writing to faculty and AAS members and Dean by AAU Head
October 15 th :	Bylaw 22.4.4	AAU Head reviews performance of faculty and AAS member with the member and indicates recommendations he/she will make re: RTP/RPP
October 31 st :	Bylaw 22.6.4	<u>Contract Renewal</u> Documentation to UCAPT Chair
December 15 th :	Bylaw 22.6.4	<u>Tenure/Permanence</u> Documentation to UCAPT Chair
January 31 st :	Bylaw 22.6.4	<u>Promotion</u> Documentation to UCAPT Chair



Managing Tenure/Permanence and Promotion Timeline

Recommended Revisions: starting in the spring to have time to recruit referee

April 15

Draft of package submitted by candidate to initiate process

by September 1st:

April 15-30

Meet with AAU RTP/RPP committee to select names of external reviewers 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 1st:

Documentation completed for all performance reviews by candidate.

July 15

by October 15th:

Meet with faculty members to discuss performance reviews.

July 30

August 10

Circulate materials to external referees

by November 17th:

Sept 30-Oct 15

RTP/RPP Committee meeting – must have all materials including external
With at least five 5 days notice: circulate packages to RTP/RPP committee. Consider whether candidate should be invited to attend meeting to provide further clarification prior to RTP/RPP committee recommendation.

by November 28th:

The RTP/RPP committee completed final review of applications.

by December 1st:

All documentation completed by the AAU Head and reviewed by the RTP/RPP 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.



**All updated RTP/RPP materials are
available on the website:**

www.uwindsor.ca/rtp



ANY QUESTIONS?????



RTP/RPP PROCESS CHECKPOINTS

MOTION: That the University Committee on Academic Promotion and Tenure (UCAPT) report to Senate in the Fall and Spring, through the Senate Governance Committee (SGC), an aggregated update on the Renewal, Tenure, and Promotion (RTP/RPP) process for the current academic year. ([June 2022 page 10 of 11](#))

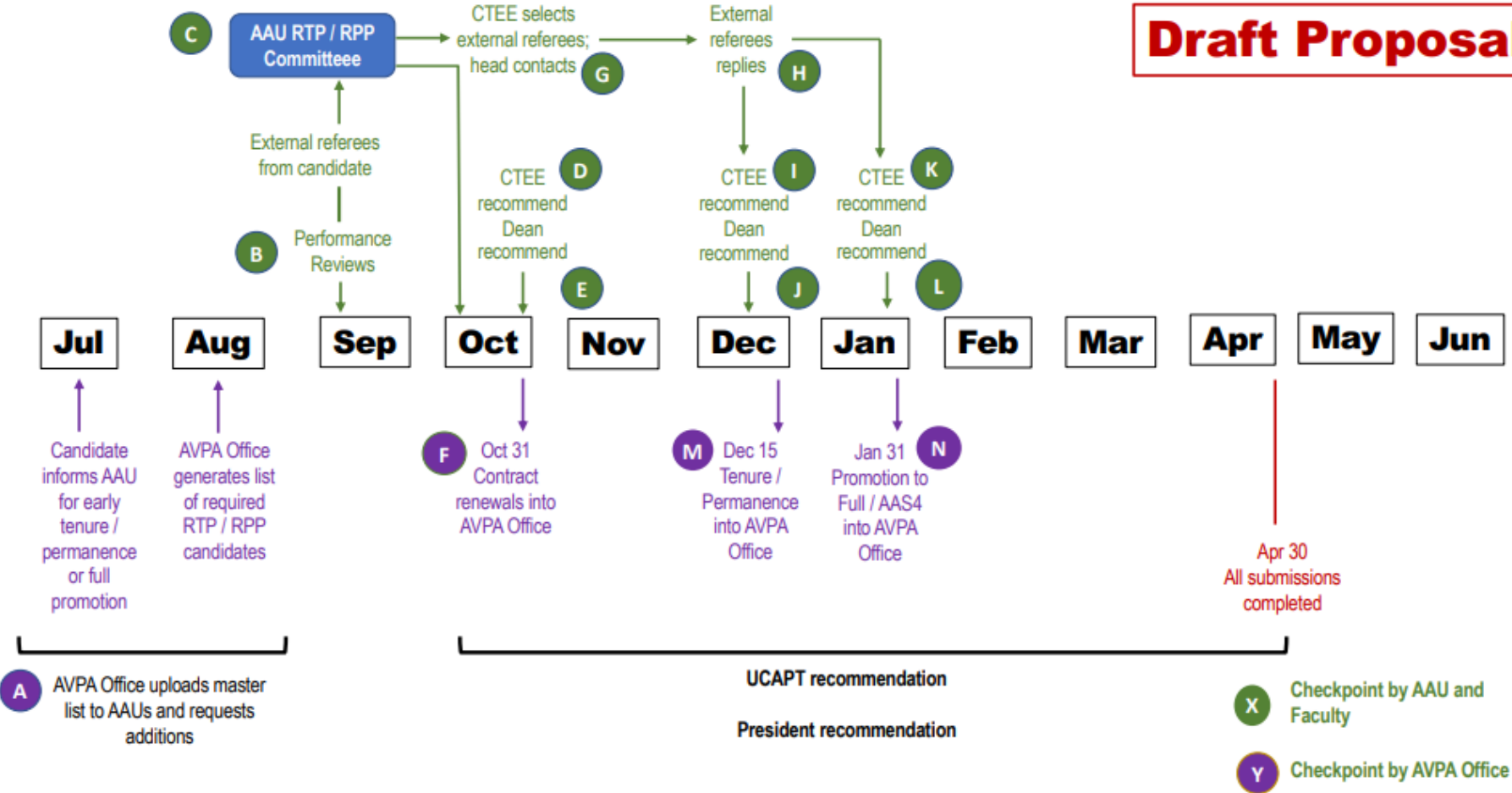
The RTP/RPP tracking system that was developed in 2024 will continue to be used until a more complete enterprise process review has been finalized. The RTP/RPP tracking system that we are implementing is based on the Senate motion (noted above).

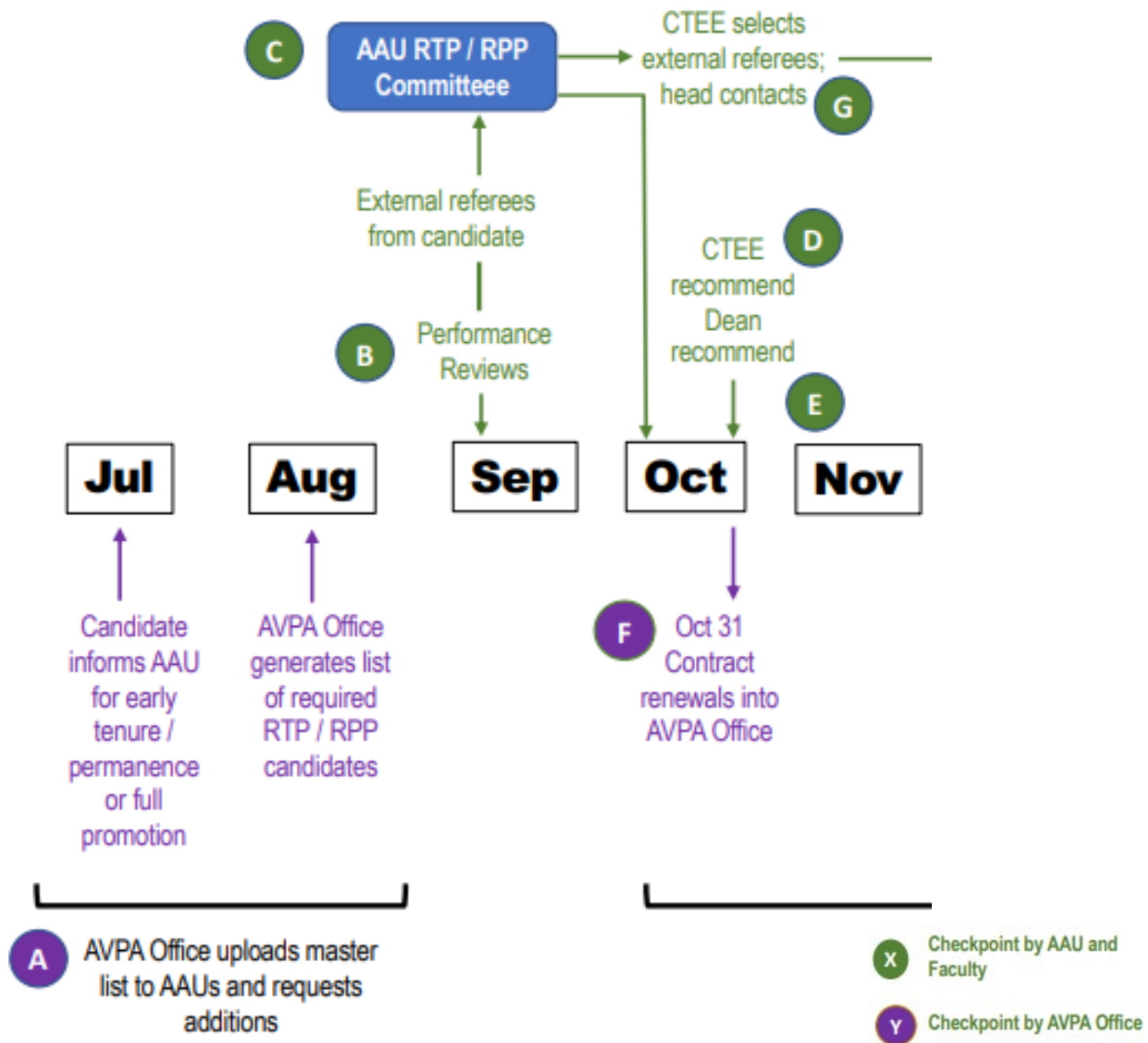
The next few slides show the workflow to which this tracking system was developed.

Contract Renewal Steps	Contract Renewal Step Description	Status	Application Type	
CR-1	AVPA Office Uploaded Master List, Confirm Additions	Not Complete	Contract Renewals	A
CR-2	Candidate Informed Head/Dean of Intention	Not Complete		
CR-3	Package Submitted by Candidate	Not Complete	Applicant Name	B
CR-4	Performance Review Completed	Not Complete		
CR-5	RTP/RPP Committees Formed	Not Complete	Applicant Email	C
CR-6	RTP/RPP Meeting Date Set	Not Complete		
CR-7	Candidate Notified of Meeting	Not Complete		
CR-8	Deliberations Complete	Not Complete	Applicant Faculty/Department	D
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		

RTP Reporting Framework

Draft Proposal



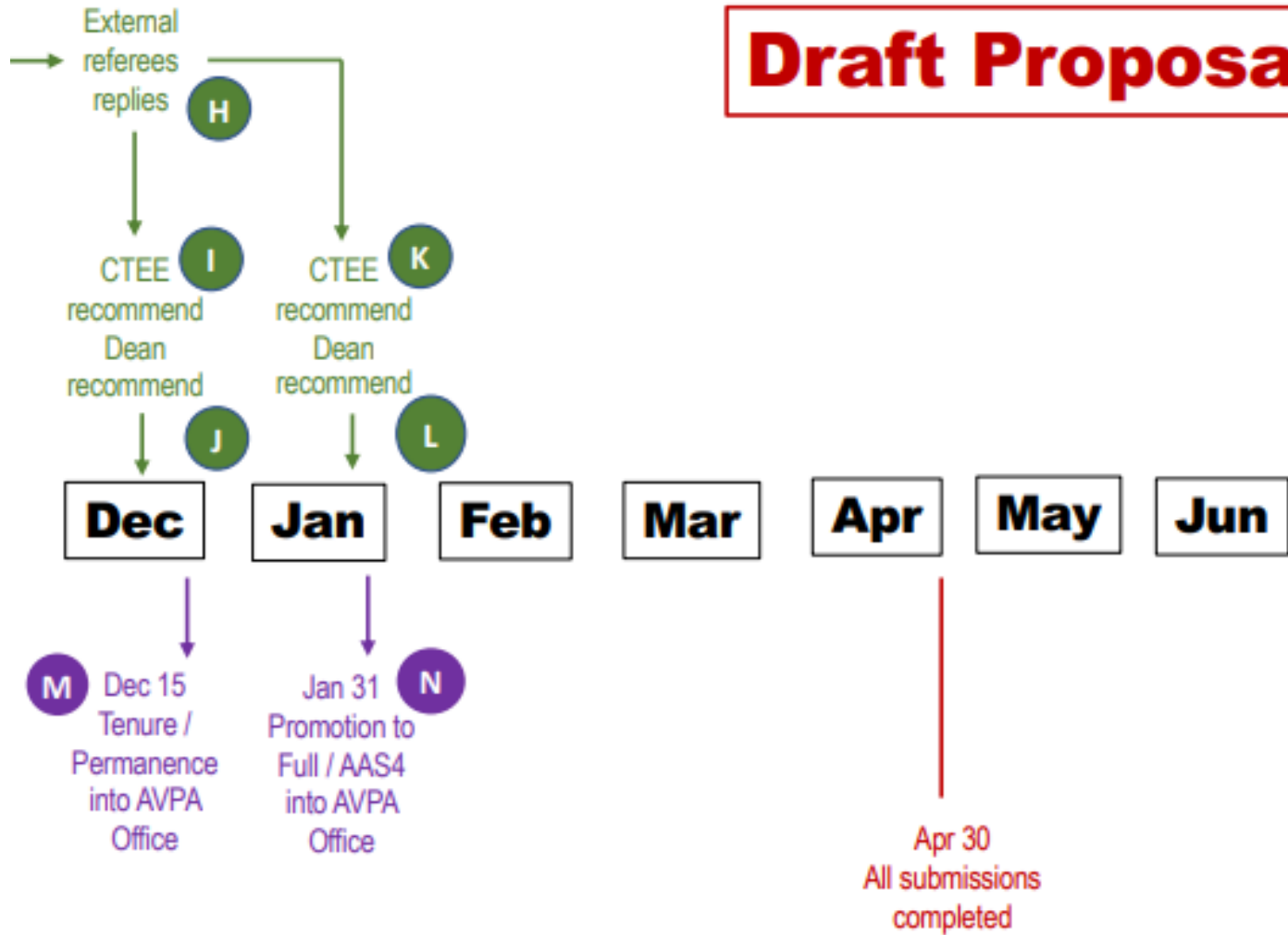


A AVPA Office uploads master list to AAUs and requests additions

X Checkpoint by AAU and Faculty

Y Checkpoint by AVPA Office

Draft Proposal

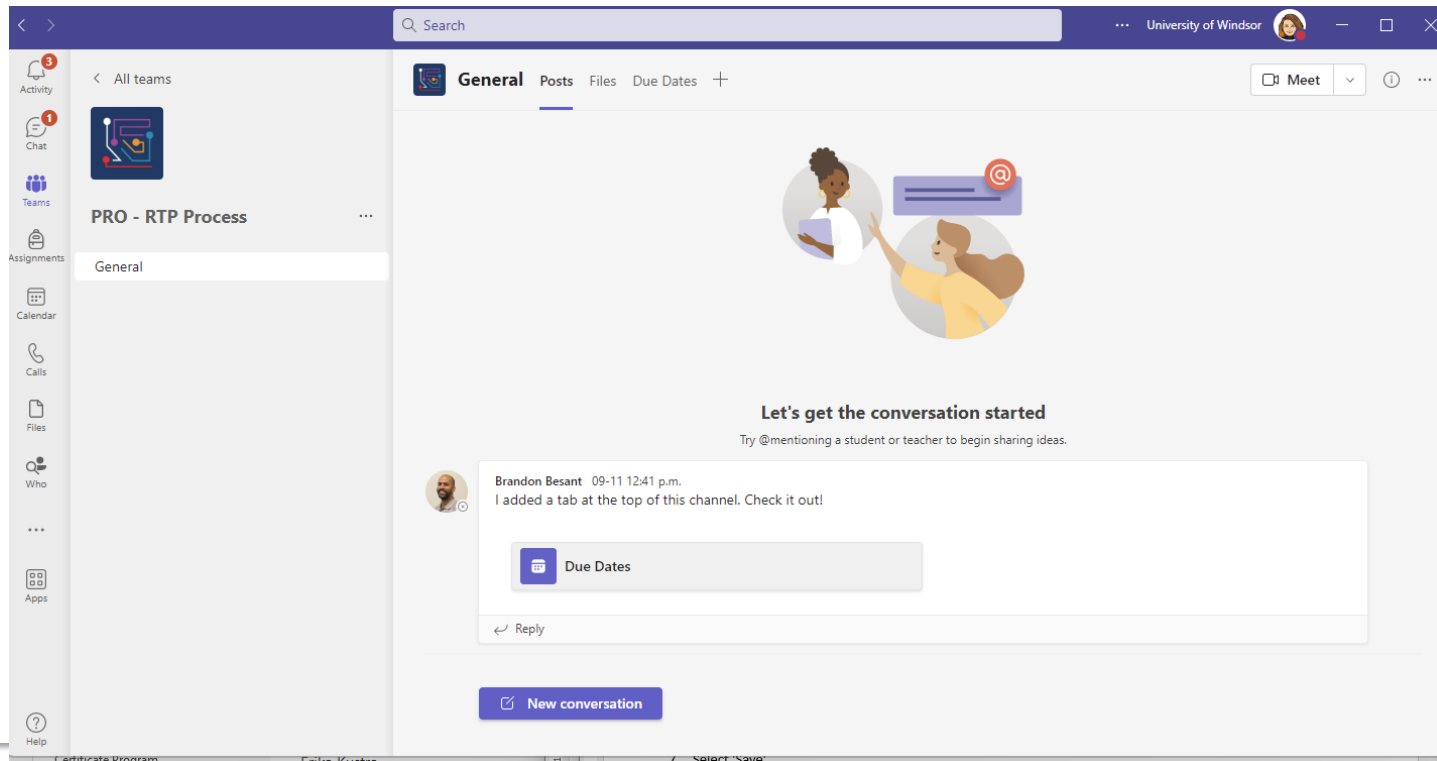


UCAPT recommendation
President recommendation

- X Checkpoint by AAU and Faculty
- Y Checkpoint by AVPA Office

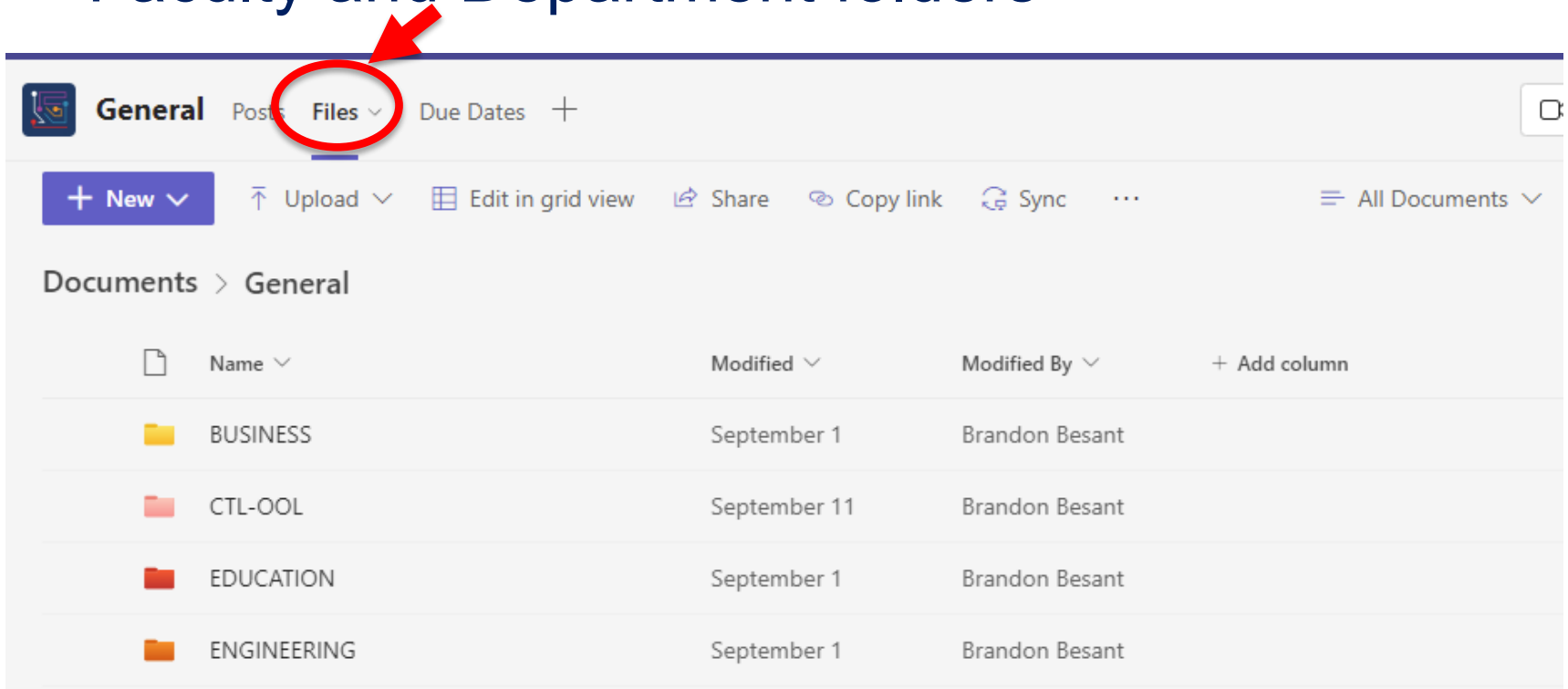
Getting Started

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



Find your folder

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



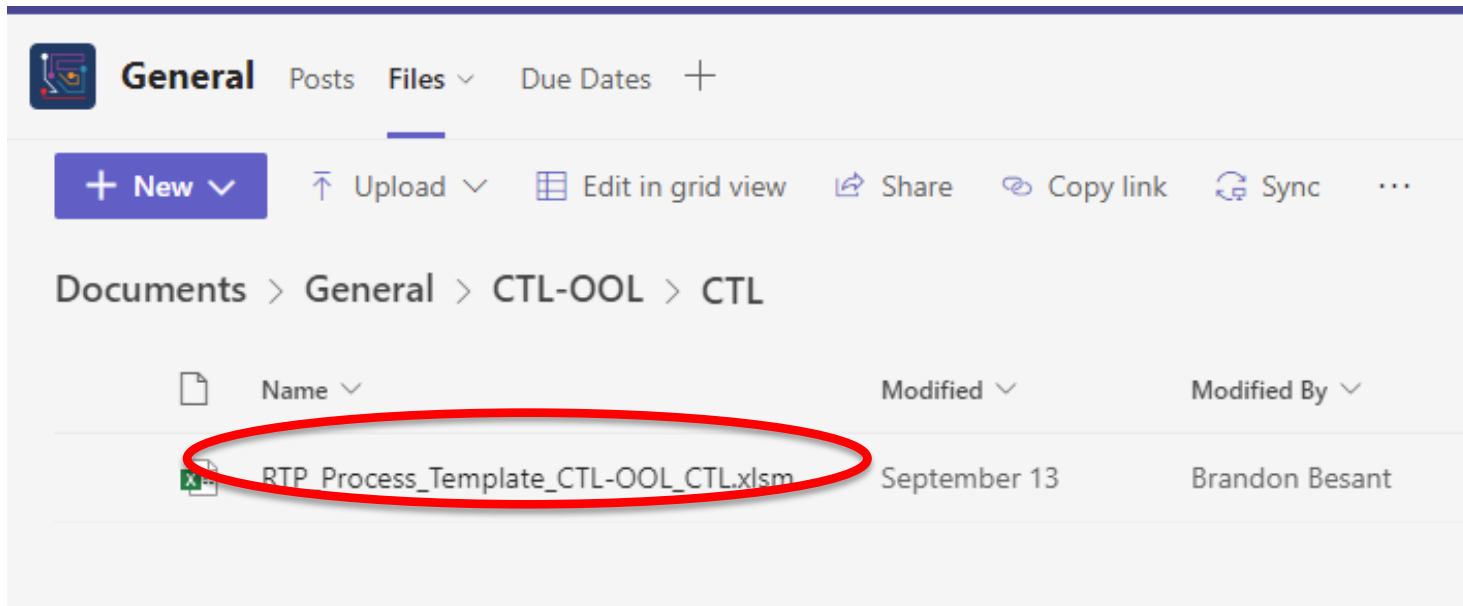
The screenshot shows a file management interface. At the top, there is a navigation bar with a 'General' tab and a 'Files' dropdown menu, which is circled in red with an arrow pointing to it. Below the navigation bar, there is a toolbar with options like '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and 'All Documents'. The main content area shows a breadcrumb path 'Documents > General' and a table of folders.

Name	Modified	Modified By	+ Add column
BUSINESS	September 1	Brandon Besant	
CTL-OOL	September 11	Brandon Besant	
EDUCATION	September 1	Brandon Besant	
ENGINEERING	September 1	Brandon Besant	



Prepare the Excel File

- Open Excel File template



The screenshot shows a file management interface with a top navigation bar containing 'General', 'Posts', 'Files', and 'Due Dates'. Below this is a toolbar with options like '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', and 'Sync'. The breadcrumb path is 'Documents > General > CTL-OOL > CTL'. A table lists documents with columns for 'Name', 'Modified', and 'Modified By'. The file 'RTP_Process_Template_CTL-OOL_CTL.xlsx' is circled in red.

Name	Modified	Modified By
RTP_Process_Template_CTL-OOL_CTL.xlsx	September 13	Brandon Besant



Save Template with new name for new Academic Year

(Some departments did not do this last year)

The screenshot shows the Microsoft Excel interface with the 'File' tab highlighted in red. The spreadsheet contains the following data:

Step	Recipient Email	Email Subject Line	Email Body
2			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.
CR-1	Please select a Faculty/Department	RTP/RPP Process Step CR-1: AVPA Office Uploaded Master List, Confirm Additions	Thank you, AVPA Office
3			Hello, 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.



AutoSave On | RTP_Process_Template_CTL-OOL_CTL | Last Modified: Just now | Search

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard: Paste, Copy, Format Painter

Font: Calibri, 16, Bold, Italic, Underline, Paragraph, Text Color, Background Color

Alignment: Merge & Center

Number: \$, %, , , ,

Styles: Conditional Formatting, Format as Table

A1: =IFERROR(CHOOSER(MATCH(Checklist_1!\$E\$2,{"Contract Renewals","Tenure/Permanence","Promotion to Full professor/ AAS IV / Librarian III or IV"},0),

Ste	Recipient Email	Email Subject Line	Email Body	Faculty - Department
CR-1	Please select a Faculty/Department	RTP/RPP Process Step CR-1: AVPA Office Uploaded Master List, Confirm Additions	<p>Hello,</p> <p>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.</p> <p>Thank you, AVPA Office</p>	Dean
CR-2	Please select a Faculty/Department	RTP/RPP Process Step CR-2: Candidate Informed Head/Dean of Intention	<p>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".</p> <p>Step CR-3 should be completed by September 15.</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you, Head/Dean Administrative Assistant</p>	Dean Admin Assistant
CR-3	Please select a Faculty/Department	RTP/RPP Process Step CR-3: Package Submitted by Candidate	<p>The candidate has completed step "CR-3: Package Submitted by Candidate". The next step will be "CR-4: Performance Review Completed".</p> <p>Step CR-4 should be completed by October 1.</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you, Head/Dean Administrative Assistant</p>	Head
CR-4	Please select a Faculty/Department	RTP/RPP Process Step CR-4: Performance Review Completed	<p>Step "CR-4: Performance Review Completed" has been completed. The next step will be "CR-5: RTP/RPP Committees Formed".</p> <p>Step CR-5 should be completed by October 1.</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you, Head/Dean Administrative Assistant</p>	Head Admin Assistant
CR-5	Please select a Faculty/Department	RTP/RPP Process Step CR-5: RTP/RPP Committees Formed	<p>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".</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you, Head/Dean Administrative Assistant</p>	AVPasec
			<p>Hello,</p> <p>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".</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p>	

Information Tab Information

- Details on the different components of the RTP/RPP Tracker

Instructions Tab Instructions

- Detailed instructions

Process Steps Tab Process Step Details

- More detailed descriptions of each of the process steps

Checklist_* Tabs Checklist_1

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

Email_* Tabs Emails_1

- Tabs that contain the appropriate recipient's emails and email content for each applicant. Ensure this and References tab are up –to-date for your area.



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	A
Contract Renewals	

Applicant Name	B

Applicant Email	C

Applicant Faculty/Department	D

Checklist_1



Access

- You should all have access to the MS Teams PRO - RTP Process Channel if you will be involved in approving the file
 - If you do not have access, and are administering the process, please contact avpasec@uwindSOR.ca
 - Ensure you select 'Open in App' when editing excel files or they will not sync, and people will not be notified via email of updates
- For reference, Instructions named "RTP_RPP Excel Tracking System.msg" are included in the Teams Group for under General-->Files. In this message includes a manual & training recording



Thank you!
Feel welcome to stay and ask questions

