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

WORKSHOP FOR ADMINISTRATIVE ASSISTANTS

May 6, 2025
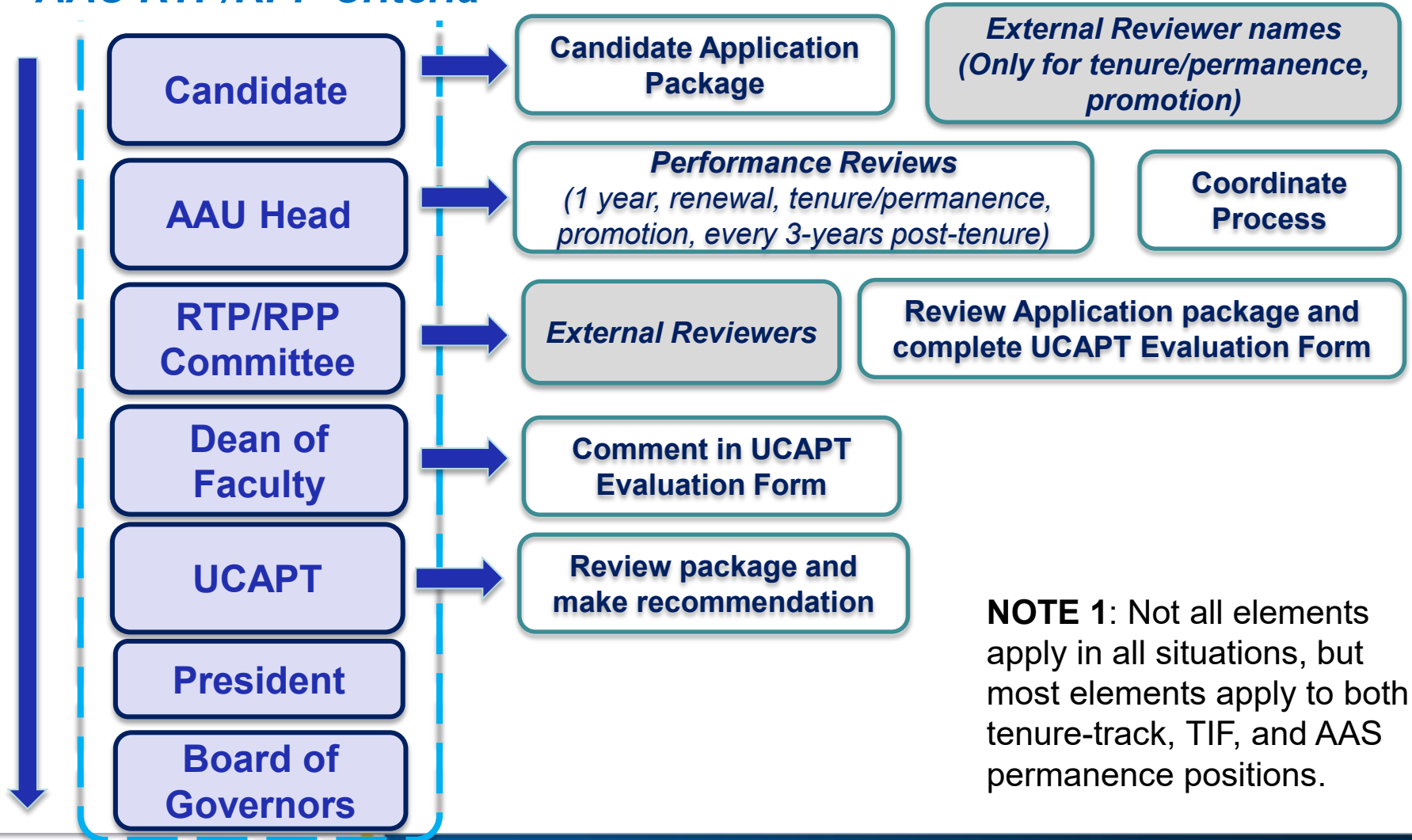
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AGENDA

1. Welcome – Dr. E. Kustra

2. Presentation – Review of Procedures – Cindy Wills

3. RTP/RPP tracking process feedback

4. Discussion/Questions

5. Your suggestions and comments

Key Components: Overall Process

AAU RTP/RPP Criteria

Candidate → **Candidate Application Package**

External Reviewer names (Only for tenure/permanence, promotion)

AAU Head → *Performance Reviews (1 year, renewal, tenure/permanence, promotion, every 3-years post-tenure)*

Coordinate Process

RTP/RPP Committee → *External Reviewers*

Review Application package and complete UCAPT Evaluation Form

Dean of Faculty → **Comment in UCAPT Evaluation Form**

UCAPT → **Review package and make recommendation**

President

Board of Governors

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

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TENURE AND PERMANENCE APPLICATION TIMELINES:

Tenure Track Assistant Professor
- ➢ 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

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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.

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CONTRACT RENEWAL CONSIDERATION

Any faculty member hired July 1, 2022, will need a contract renewal conducted in the <u>Fall of 2025</u>

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.

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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.

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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. 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

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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

➤ UCAPT record of Student Course Evaluations

➤ 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 (optional)

➤ Job description (AAS members)

➤ RTP/RPP criteria

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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 eepa@uwindsor.ca*)

➤ The AAU Head's signature and date.

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.

➤ 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.

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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=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=Mzk3&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=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.

➢ 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:

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].**

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➢ 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.

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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**

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Student Perceptions of Teaching (SPT)

SPT Policy Approved May 2023

SPT User Manual: includes UWindsor and Faculty norms

Instructions for students: ask.Uwindsor.ca

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 →

Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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

Winter Averages →
2023/24 Avg. →

Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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

Inter/Summer Averages →
2024/25 Avg. →

Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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
197	4	2.03%	19	5.46	5.75	5.29	6.13	5.58	6.31	5.80	5.50
Normative Averages:				6.26	6.33	5.97	6.55	4.79	5.98	5.85	5.80

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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).

Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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
Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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
Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
164	35	21.34%	9	3.91	4.43	3.74	5.42	5.09	5.20	3.86	3.42
164	35	21.34%	9	3.91	4.43	3.74	5.42	5.09	5.20	3.86	3.42
Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
118	11	9.32%	10	4.52	5.45	5.18	6.11	5.03	4.52	4.15	3.79
118	11	9.32%	10	4.52	5.45	5.18	6.11	5.03	4.52	4.15	3.79
Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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
Enrollment	Responses	Response Pct	Withdrawals	ID	FoL	GE&F	PLA	WD	SM	PL	OS
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
Normative Averages:				6.26	6.33	5.97	6.55	4.79	5.98	5.85	5.80

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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.

➤ A performance review for each year 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. One committee, one candidate and one more chosen from either the committee or candidate's list. All letters of reference must be submitted with the application. Three external referees are **REQUIRED** or else the package is considered to be incomplete.

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

➤ The self-assessment and the teaching dossier pages are optional additions to the application.   The candidate is encouraged to submit them, but they are not mandatory.

➤ 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 <u>MUST</u> 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 **<u>MUST</u>** be included with the candidate's application.

➤ For AAS members – the job description and the RPP criteria are included. In the absence of RPP criteria, please ensure that the job description has been added.

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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 be conducted every 3 years following tenure being granted;

- The RTP/RPP committee was not properly constituted;

- Voting count on the cover sheet is not accurate;

- RTP/RPP criteria is not included with the application;

- **All applications MUST be submitted in PDF format**

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.**

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NOTABLE CHANGES TO BYLAW 22
IN THE LAST FEW YEARS

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. If this tenure application is unsuccessful, the untenured faculty member will continue in the probationary appointment according to the normal timelines. Where a faculty member's tenure application falls in the year of renewal, an unsuccessful tenure application will default to a review for renewal of contract. In such cases, a separate submission by the faculty member is not required. **The maximum length of employment at the probationary level is six full years of employment.**

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).

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•**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.

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.

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DEADLINES:

September 1st: Bylaw 22.4.2   Pertinent information brought to the attention of the faculty and AAS members by AAU Head

October 1st: 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 15th: 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 31st: Bylaw 22.6.4   **Contract Renewal** Documentation to UCAPT Chair

December 15th: Bylaw 22.6.4   **Tenure/Permanence** Documentation to UCAPT Chair

January 31st: Bylaw 22.6.4   **Promotion** Documentation to UCAPT Chair

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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 last year 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.

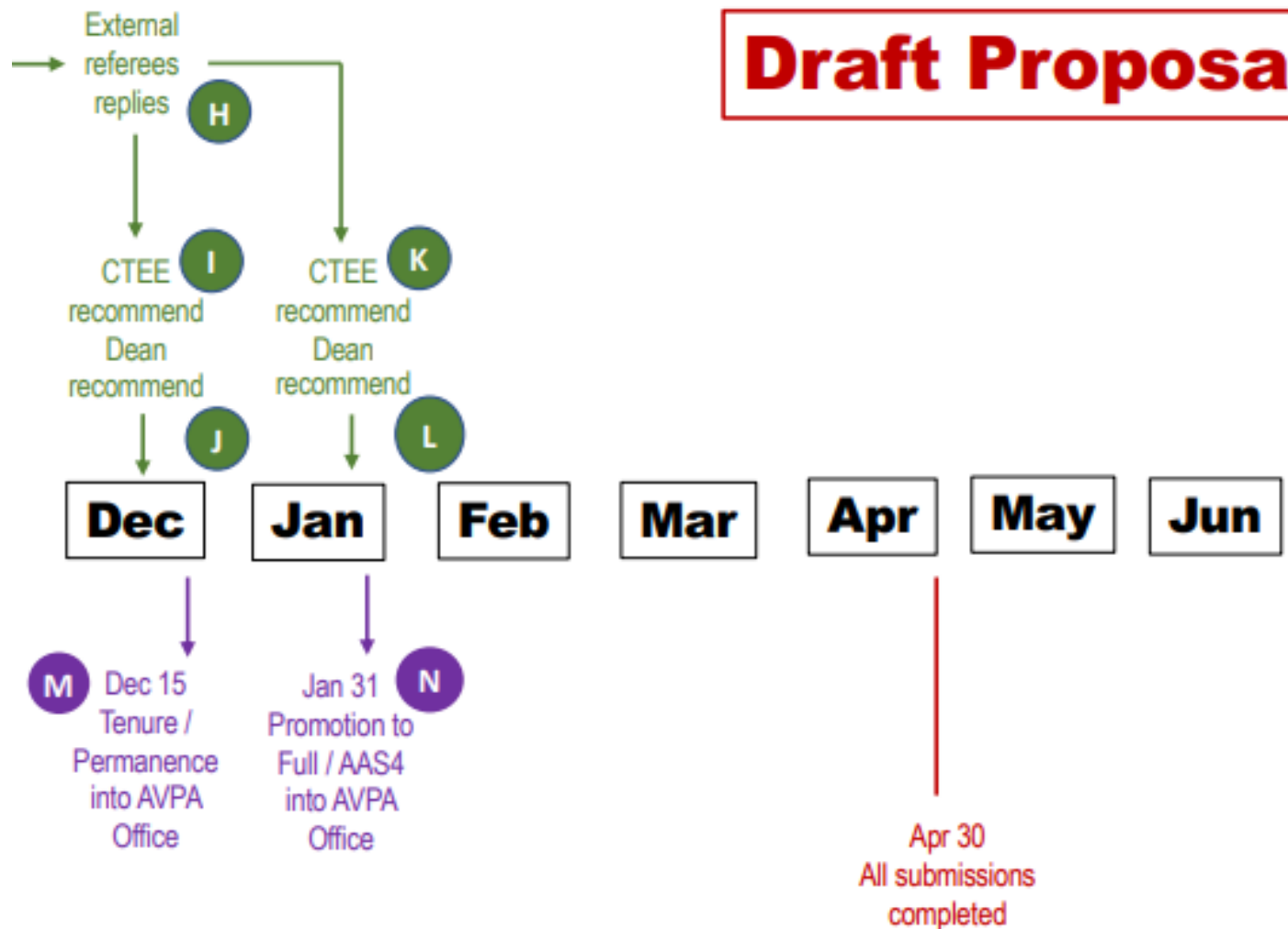| Contract Renewal Steps	Contract Renewal Step Description	Status
CR-1	AVPA Office Uploaded Master List, Confirm Additions	Not Complete
CR-2	Candidate Informed Head/Dean of Intention	Not Complete
CR-3	Package Submitted by Candidate	Not Complete
CR-4	Performance Review Completed	Not Complete
CR-5	RTP/RPP 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 replies **H**

External referees from candidate

D CTEE recommend Dean recommend

I CTEE recommend Dean recommend

K CTEE recommend Dean recommend

B Performance Reviews

E

J

L

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

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

M Dec 15 Tenure / Permanence into AVPA Office

Jan 31 Promotion to Full / AAS4 into AVPA Office **N**

Apr 30
All submissions completed

A AVPA Office uploads master list to AAUs and requests additions

UCAPT recommendation

President recommendation

X Checkpoint by AAU and Faculty

Y Checkpoint by AVPA Office

C — AAU RTP / RPP Committeee

CTEE selects external referees; head contacts — **G**

External referees from candidate

D — CTEE recommend Dean recommend — **E**

B — Performance Reviews

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

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External referees replies **H**

Draft Proposal

CTEE recommend Dean recommend **I**

CTEE recommend Dean recommend **K**

J

L

| Dec | Jan | Feb | Mar | Apr | May | Jun |

M Dec 15 Tenure / Permanence into AVPA Office

Jan 31 Promotion to Full / AAS4 into AVPA Office **N**

Apr 30 All submissions completed

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](#)
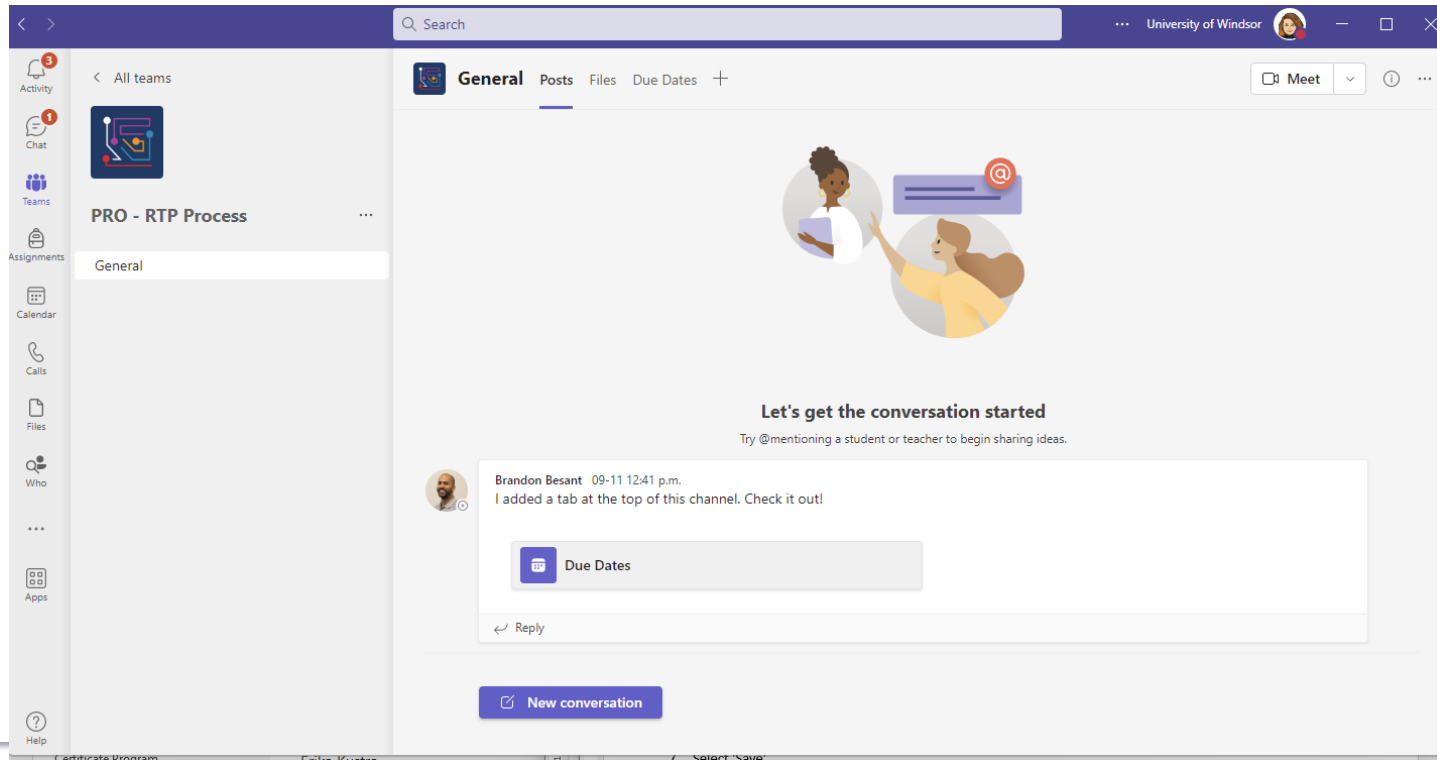
Find your folder

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

Prepare the Excel File

- Open Excel File template
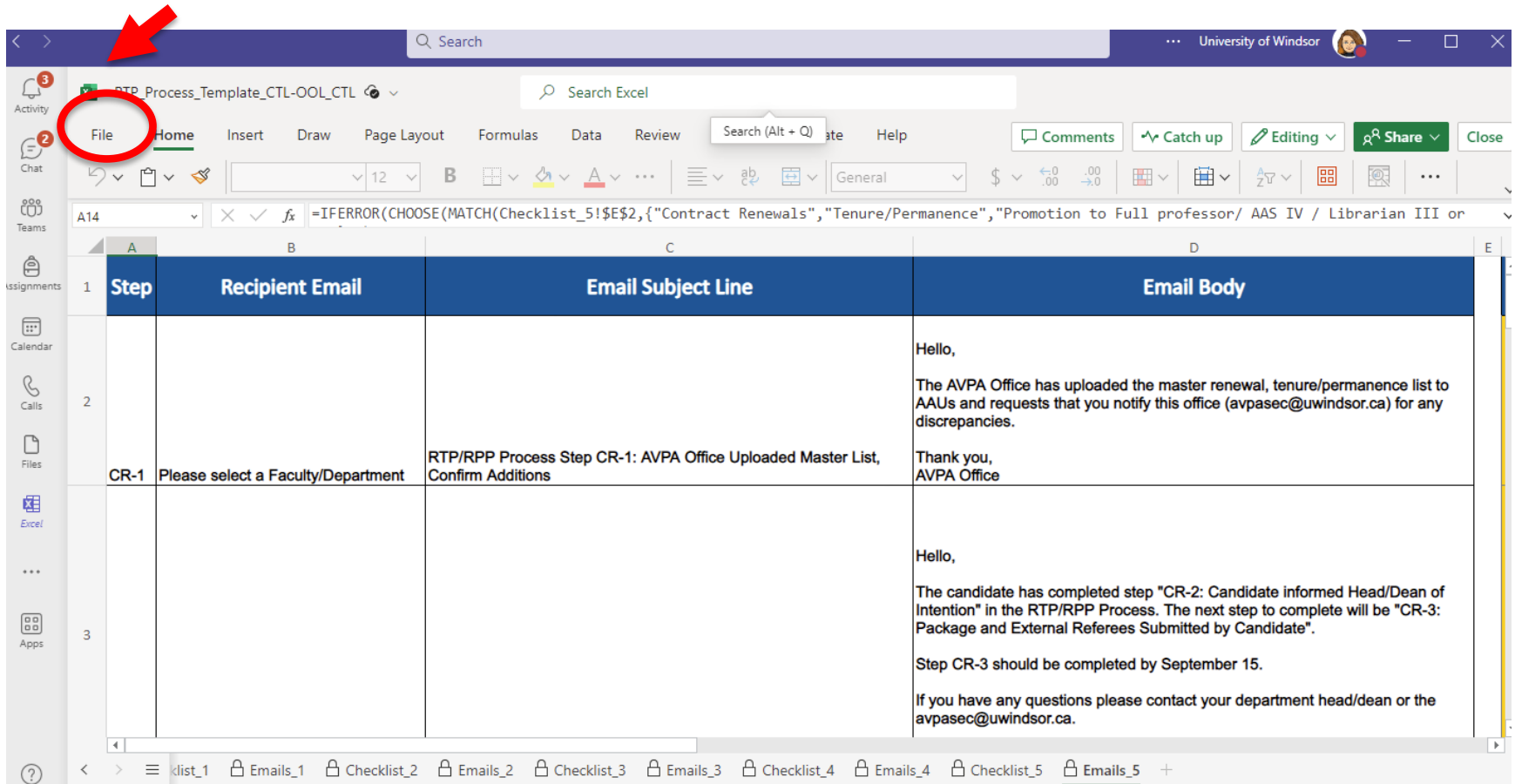
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Save Template with new name
(Some departments did not do this last year)

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

Step	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	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		Dean	
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		Dean Admin 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		Head	
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		Head Admin 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		AVPASec	
			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.			

Information Tab Information

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

Instructions

Instructions Tab

- Detailed instructions Process Step Details

Process Steps Tab

- More detailed des Checklist_1 of each of the process steps

Checklist_* Tabs

- Contains the applicant information including: application type, applicant name, applicant email, applicant depart Emails_1 the RTP/RPP steps

Email_* Tabs

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

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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

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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 AVPASEC (avpasec@uwindsor.ca)
- Trial using your own email
- Try out setting the first row to 'Complete'

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Thank you!!
Feel welcome to stay and ask questions