**CBA Deadlines and Processes**(see Article 13 Section 5 and Article 29 Section 5C in CBA)

**Fall 2024 Dates RTP Actions NTT Actions**

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| --- | --- | --- |
| Friday of Week Two  September 6, 2024 | Candidate submits full application (digitized). External letters due to RTP Committee Chair | Candidate submits full application (digitized). |
| Friday of Week Five  September 27, 2024 | Deadline for candidate’s file additions (See CBA 3.B.2) | NA |
| Friday of Week Six  October 4, 2024 | RTP Committee\* sends recommendation to candidate and academic unit chair/director | NTT Evaluation Committee sends recommendation to candidate and academic unit chair/director |
| Friday of Week Seven  October 11, 2024 | Membership of all college-wide and the University-wide appeals committees finalized | NA |
| Friday of Week Eight  October 18, 2024 | Academic unit chair/director sends  recommendation to candidate and dean | Academic unit chair/director\* sends  recommendation to candidate and dean |
| Friday of Week Twelve November 15, 2024 | College-wide-review committee provides recommendation for tenure and/or promotion cases, with copy to all concerned | NA |
| Friday of Week Sixteen December 15, 2024 | Dean forwards negative recommendations to candidates and the Provost, with copy to  appropriate academic unit chairs/directors and RTP Committee Chairs | Dean forwards negative recommendations to candidates and the Provost, with copy to  appropriate academic unit chairs/directors and  NTT Evaluation Committee Chairs |
| Spring 2025 (see CBA for details) | Positive recommendations from Dean to Provost in Wk2. | Positive recommendations from Dean to Provost in Wk2. |

**Contents for RTP and NTT Evaluation Files**

|  |  |  |
| --- | --- | --- |
| **Artifact** | **RTP Files** | **NTT Evaluation Files** |
| Table of Contents | Required by CBA | Recommended |
| Candidate narrative addressing all relevant criteria | Required by CBA | Strongly Recommended |
| Current vita | Required by CBA | Strongly Recommended |
| All previous RTP letters and initial appt letter | Required by CBA | Recommended |
| Evidence of effective teaching | Required by CBA | CBA Required |
| Evidence of scholarship and/or creative activity | Required by CBA | CBA Required if in current LOA |
| Evidence of Service | Required by CBA | CBA Required if in current LOA |
| Copy of relevant unit guidelines & criteria | Recommended | Recommended |
| At least 3 external review letters, RTP Chair adds | Required for T/P | NA |

**RTP Review**

*RTP Committee:* “All tenured bargaining unit members of the academic unit who have completed at least one year of service at the university…are eligible to serve on reappointment and tenure committees. Only those tenured and with rank above that of the candidate may serve on promotion committees.” NOTE: Please remind committees that we expect them to use the letter template found in the BCAS Chair and Directors Team in the Templates folder. Please remember that we also expect chairs and directors to use the chair/director template in the same folder.

**Fall of Year One:** no review

**Fall of Years Two, Three, and Five:** review by unit, unit leader, and dean…and by provost if any of the preceding recommendations is negative

**Fall of Year Four:** review by unit, unit leader, dean, and provost

**Fall of Year Six:** candidates submit application for tenure and promotion. Review by unit, unit leader, college, dean, and provost

*Criteria:* Unit guidelines and “any additional expectations that may have been expressed in the candidate’s initial appointment letter.” (Article 13 Section 6E8)

**NTT Evaluation**

*NTT Evaluation Committee:* “In each department or school, all NTT faculty of a higher rank and all tenured faculty shall constitute the NTT Evaluation Committee.”

*Letters of Appointment:* Every NTT receives a new letter of appointment (LOA) annually for years 1-6 and year 10 and at the end of each 3-year or 5-year contract thereafter and any time there is a change in duties or promotion.

*Letters of Intent:* In the spring prior to any fall where an NTT will submit a file to seek promotion (either to Associate or Professor) that NTT must submit a **Letter of Intent** to their chair or director by April 15.

**Fall of Year One:** no review.  
**Fall of Years Two and Three:** File submitted for annual review by unit, unit leader, dean…and by provost only if any of the proceeding recommendations is negative.  
**Years Four-Five:** Director/Chair provides colleague with written performance feedback. No files submitted.   
**Year Six:** File submitted and full review for reappointment and promotion to associate (3-yr contract) starts in fall by unit, unit leader, dean, and provost (29Sect5B5).  
**Years Seven-Eight:** Director/Chair provides written feedback in years seven and eight. No files submitted.   
**Year Nine:** File submitted and full review for reappointment and promotion to professor (if the colleague chooses to seek promotion) in fall of year nine by unit, unit leader, dean, and provost. If a colleague seeks reappointment as an associate, file submitted for full review to seek reappointment to another 3-year contract.

**Subsequent Years:** During the term of each contract the Director/Chair provides annual written feedback. In fall of the final year of a three-year or five-year contract where a promotion to professor (5-year contract) or reappointment as associate (another 3-year contract) is sought a file is submitted and reviewed by unit, unit leader, dean, and provost. Reappointment is presumed at the end of each five-year contract for professors (no file submitted) unless there is a documented performance problem of change or university need.

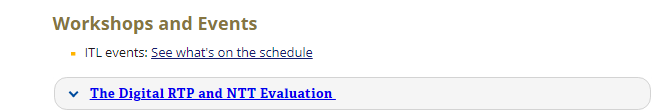
*Criteria:* “The duties specified in the current letter of appointment form the basis for evaluation of NTT faculty.” (Article 29 Section 5E-F, page 126) NTT letters can include teaching, research, and/or service. “It is expected that the bulk of their duties will be sharing expertise with and/or teaching students.” (Article 29 Section 4A)

**Institute for Teaching & Learning (ITL)**

For information and expectations on how to digitize RTP/NTT files go to our ITL page:

<https://www.uakron.edu/itl/>

And click on “The Digital RTP and NTT Evaluation” as shown in the image pasted below.



NOTE: *Please remind your faculty* that when the CBA says we are required to include our *‘initial letter of appointment’* in our file, it means our **initial offer letter** from the Dean, which includes salary, startup, and other expectations. It does NOT mean the Certificate of Appointment issued by the board.

**PDL (Article 18)**

The CBA requires PDL applications be submitted to unit director or chair before **October 1**.

Unit director or chair recommendations are due to the dean’s office by **October 8**. The dean’s recommendations are due to the provost by November 8. The CBA says that the provost ‘shall approve or deny…by December 8, whenever possible.’

The PDL application form/cover page can be found here: <https://www.uakron.edu/oaa/faculty-affairs/> Click on Faculty Affairs and then on the Governance tab.

**Spring Dates for RTP/NTT Evaluation**(Article 13 Section 5A and Article 29 Section 5 C)

**March 15:** Directors/Chairs hold organizational meetings to elect chairs of RTP and NTT Evaluation Committees

**April 1:** Directors/Chairs send letters of notification to candidates

**April 15:** Candidates for T/P send letter of intent to director/chair, including materials for external reviewers and a list of at least 3 potential external reviewers.