# Department of English Tenure Review Timeline

Note: this timeline is based on the 2023 RPT Policy and is designed as a supplement, not authoritative.

Last revised 06/23/2026 by Department Chair David Roh.

## Spring

| Deadline | Responsible Party | Action | RPT Policy |
|---|---|---|---|
| **Late Jan** | Department Chair | Determines obligatory RPT reviews for the year; notifies required faculty in writing. | 4.3.a |
| **Feb 1** | Department Chair | Selects at least two Peer Teaching Reviewers (Teaching Observation). | 4.3.c |
| **Feb 1** | Department Chair | Asks candidate for 6+ potential external evaluators. | |
| **Mar 15** | Faculty member (voluntary) | Submits letter requesting review, if not already designated for obligatory review. | 4.3.a |
| **Mar 1** | Candidate | Submits 6+ potential external evaluators + any conflict of interest. | 4.3.d |
| **Mar 15** | Department Chair | Emails potential external reviewers. | |
| **Mar 15** | Department Chair | Elect RPT Chair by ballot vote. | |
| **Apr 15** | Department Chair | If shared appointment: notifies other unit's administrator in writing; invites a progress report. | 4.3.a |
| **May 1 (preferred); June 1 (actual)** | Candidate | Submits file contents: CV, publications/creative work, personal statement (research agenda, teaching philosophy, teaching, service), course syllabi. | 4.3.e(2) |
| **May 1 (preferred); June 1 (actual)** | Administrative Manager | Collects and files teaching evaluations, prior formal and informal reviews, and teaching observations. | |
| **May 15** | Administrative Manager | Materials sent to external evaluators. | |

## Summer

| Deadline | Responsible Party | Action | RPT Policy |
|---|---|---|---|
| **Aug. 15 or Labor Day** | External Evaluators | Evaluations due. | 4.3.d |
| **Sept. 7** | Department Chair | Notifies ASUU Student Senator and RPT-SACs; ensures RPT-SAC training. | 4.3.a |
| **Sept. 15** | Department Chair | Invites faculty/staff to submit signed written recommendations by file closing date. | 4.3.a |
| **Sept. 30** | RPT-USAC / RPT-GSAC | GSAC/USAC reports due. | 4.3.b |

## Fall

| Deadline | Responsible Party | Action | RPT Policy |
|---|---|---|---|
| **Sept 30** | FILE CLOSING DATE | Candidate's file closes — except items the procedures explicitly allow to be added afterward. | 4.3.e(1) |
| **Within 5 business days after Sept 30** | Candidate | May submit a written response to any file contents (to RPT Advisory Committee Chair). | 4.3.f |
| **Oct 5** | Shared-appointment unit (if applicable) | Submits report on candidate's progress/recommendation — arrives AFTER the file has already closed. | 4.3.a; 4.3.e(3)(8) |
| **Within 5 business days of receiving Oct 5 report** | Candidate | May respond in writing to the shared-appointment unit's report. | 4.3.e(3)(8); 4.3.f |
| **Generally by Oct 15** | Ad Hoc Review Subcommittee | Submits its report — must follow file closing AND any shared-appointment report/response. | 4.3.g(1) |
| **Within 5 business days of receiving Oct 15 report** | Candidate | May respond in writing to the Ad Hoc Subcommitte's report. | Appendix A.Department's Responsibility.8.c. |
| **Generally by Oct 22** | Department RPT Advisory Committee | Dept. meets; reviews file; votes by secret ballot on each RPT action. | 4.3.g(2) |
| **After vote** | RPT Advisory Committee Chair | Informs candidate of the Committee's recommendation (outcome only). | 4.3.g(6) |
| **Soon after Oct 22** | Secretary / Committee Chair | Secretary drafts report; signed by Secretary, approved by Committee Chair, then opened for member inspection. | 4.3.g(5) |
| **Within 5 business days** | RPT Advisory Committee members | May inspect and request modifications to the draft report. | 4.3.g(5) |
| **After inspection closes** | Committee Secretary and Committee Chair | Forwards final report to Department Chair and candidate, with list of faculty present. | 4.3.g(5) |
| **Late Oct-Early Dec** | Department Chair | Prepares written evaluation/recommendation on each RPT action; places in file; gives copy to candidate. | 4.3.g(7) |
| **Within 7 business days after receiving Chair's evaluation** | Candidate | May submit written response to the Committee report and/or Chair's evaluation. | 4.3.g(7) |