RTP Process Using MS Teams

The University of Akron

This process is meant to support, not replace, the RTP guidelines outlined in CBA. For questions about process, contact your chair/director or dean.

Candidate Preparation

1. Candidate creates RTP Team. Naming template: RTP Firstname Lastname
2. Candidate creates folders and uploads materials.
3. Candidate adds the RTP committee chair as Team owner and leaves Team.

RTP Committee Review

1. RTP committee chair removes candidate from Team.
2. RTP committee chair uploads external reviews if applicable.
3. RTP committee chair enrolls the committee as Team members and informs committee that chat function should not be used. Department chair/school director may be added at this point as well.
4. RTP committee deliberates and votes. If meeting in person, no action in Teams needed. If meeting digitally:
    - Set up meeting outside of the candidate's Team.
    - Prior to meeting, committee chair sets up MS Forms voting ballot using the provide template to ensure anonymity and prevent repeat voting. (Committee chair should be prepared to post the ballot link in the meeting chat at the time of voting.)
    - RTP committee meets in Teams and deliberates. To maintain confidentiality, all deliberations should be verbal (not in chat) and the meeting should *not* be recorded.
    - Prior to the vote, committee chair posts the link to the ballot in chat of the meeting.
    - RTP committee votes using MS Forms voting ballot. Voting ballot may be reset if errors occur.
5. RTP committee chair uploads recommendation letter to "[This Year's] Recommendations" folder in Teams, then emails it to candidate.
6. RTP Committee chair removes committee from Team and assigns ownership of Team to department chair/school director.

Department Chair/School Director Review

7. Department chair/school director removes RTP Committee chair from Team.
8. Department chair/school director uploads recommendation letter to "[This Year's] Recommendations" folder in Teams, the emails it to candidate, with RTP committee chair copied.
9. Department chair/school director assigns ownership of the Team to the dean and college administrative assistant (or designee of dean).

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Dean Review

10. College administrative assistant (or designee of dean) removes the department chair/school director from Team.
11. College administrative assistant uploads dean's recommendation letter to "[This Year's] Recommendations" folder in Teams, then emails to candidate, with appropriate academic unit chairs/directors and committee chairs copied.
12. If Provost review is required for candidate, college administrative assistant adds John Wiencek, Cher Hendricks, and Laurel Rooks as owners and removes Dean. *College administrative assistant should remain as Team owner.*

Provost Review (if required)

13. Provost uploads recommendation letter to "[This Year's] Recommendations" folder in Teams, then emails it to the candidates and the dean, with academic unit chairs/directors and committee chairs copied.

College Record-Keeping

14. College administrative assistant (or designee of dean) copies letters for personnel files.
15. College administrative assistant removes confidential external review letters, if applicable.
16. College administrative assistant adds candidate as owner, and removes all other owners/members, including self.

College Returns Team to Candidate

17. Candidate retains Team for future RTP.

In case of appeals, OAA will make the team available to any appeals committees after dean and provost recommendations.

*NOTE: If a faculty member has extended tenure clock, he or she will undergo the fourth-year review two years before tenure/promotion review.