

## RPT Department Evaluation Scheduling & Procedures Worksheet\*\*

Work backward from ARPT deposit date to schedule Department Review Meeting. As long as review period requirements are met, departments may complete file review in advance of required timeline to fit within existing semester meeting schedules.

Procedural Requirement	See ARPT Manual (esp. p19-20) for details. Review supplemental resources regarding Interfolio.	Time Required	Date/ Completed by
<p>*Candidate submits committee members to ARPT via link provided. Interfolio case will be launched in December/July; file preparation begins outside of system.</p> <p>Candidate prepares file (<b>with EC/chair support</b>); Evaluation Committee (EC) Chair requests internal and external letters as appropriate.</p> <p>*Candidate uploads materials to Interfolio, submits to Evaluation Committee (EC) for review.</p>			
<p>*EC chair uploads peer/internal letters.</p> <p>Evaluation Committee reviews file, prepares report/recommendation.</p> <p>Typically includes meeting/s and vote; <b>EC should elicit additional relevant data etc. from candidate</b> prior to producing final report.</p>			
<p>Evaluation Committee <b>shares and discusses finalized Report with Candidate</b>, adds to file before sending forward to department.</p> <p>*Interfolio forms required of EC Chair</p> <p>Time between completion of EC report and sharing file with Department varies by department procedure.</p>			
<p><b>Department Reviews File</b></p> <p><b>*Voting Faculty Complete File Sign-off (Form 1 of 2) to indicate file review</b> prior to department review meeting.</p> <p>Candidate may respond to EC Report during this period. *Interfolio form required.</p>		<b>One week (7 days) prior to Department Review Meeting (Vote)</b>	
<p><b>Department Review Meeting with Vote (or consensus)</b></p> <p>EC Chair confirms all voting faculty completed sign off form in advance.</p>			
<p>Build in time to finalize Transmittal Letter (Department Evaluation and Procedures Statement). May be hours or weeks depending on department procedure.</p> <p>*Upload finalized Department Evaluation and Procedures Statement to Interfolio when complete.</p>			
<p>Candidate <b>reviews finalized Department Evaluation</b> (may respond);</p> <p><b>*Voting Faculty review and complete Sign Off (2 of 2) on final department evaluation</b> (do not sign off before reviewing final version);</p> <p>Minority Reports may be added per Manual guidelines.</p> <p>*Interfolio Forms required of EC Chair and Candidate</p>		<b>5 working days (M-F)</b>  <b>Review period may be waived by candidate.</b>	
<b>ARPT Deposit</b>		2 weeks prior to presentation for Spring files; 1 week for Fall files.	See notification.
<b>ARPT Presentation</b>			See notification.

Procedural requirements listed in **bold**. Asterisk (\*) indicates Interfolio Requirements.

\*\*This worksheet is designed to assist new Evaluation Committee Chairs (especially) in developing a timeline for department review. Please use it (or don't) as you see fit. The ARPT Manual remains the definitive guide to RPT procedures and requirements.