











June 1	RTP Committee Elected
June 1	Notice in For the Record from Office of the Provost
June 15	Unit Head notifies Unit Members of Promotion deadline and eligibility for Renewal and Tenure in writing
August 1	Member to notify Unit Head of their intent to apply for RTP, as well as invoking Appendix O
August 15	RTP Committee for Health Sciences, if required
August 15	Unit Head meets with Member to give advice on preparing the application and to discuss potential referees
August 31	Member provides referee list
September 15	Member submits completed RTP application
September to November	RTP Committee provides Member a list of current and former students
October 15	Member's application made available to Unit colleagues for comment
November 15	Unit Head makes information from the Official File (relevant to the application) available to the Member
December 15	RTP file made available to the Committee
January 30	Committee Chair in departmentalized faculty forwards recommendation to the Unit Head and Member
March 1	The file is forwarded with recommendations to the Dean and Member via the Committee in non-departmentalized faculties, or from the Unit Head in departmentalized faculties
May 1	The file is forwarded to the Principal/Provost and Member with the Dean's recommendations. For Promotion to Full Professor the whole file goes to U2 to U2 to U 2.03 rev 2.03 rev 2.03 dist of curdixp0181(a)h2018

June 1	RCAP Committee Elected
June 1	Notice in For the Record from Office of the Provost
June 15	