

University of Utah School of Medicine  
Retention, Promotion, Tenure (RPT)  
Suggested Timelines for Departmental Process

U of U mandatory completed file				
Description:	deadline		items required	RESOURCES:
<b>Completed RPT file due to Faculty Administration (1C047 SOM)</b>				
	<b>10/27/08</b>		<b>Please refer to online checklists</b>	
<b>Departments should formulate a series of deadlines that fit with departmental process. These are only suggested timelines.</b>				
Description:	Suggested Departmental Deadline:	Policy on Timing of Events:	items required	RESOURCES:
HOLD Department meeting to notify faculty of scheduled actions and inform other faculty of deadline for requesting promotion	05/01/08			
obtain copy of candidate CV in SOM Format	05/15/08		include entire academic rank (i.e., clinical track faculty should reflect Assistant Professor (Clinical))	<a href="#">Refer to SOM CV Style Guide</a>
Obtain self-assessment statement from candidate	05/15/08			<a href="#">Refer to Self-Assessment</a>
Obtain list of potential reviewers from candidate	05/15/08			
obtain signed and witnessed waiver form for letters	05/15/08			<a href="#">Waiver Form</a>
DAC Chair to prepare list of internal and external reviewers	05/15/08			<a href="#">Reviewers Name and Address Sheet</a>
Submit requests for early tenure to Faculty Administration	<b>05/15/08</b>		Letter from candidate with # of years/DAC Vote/Chair letter & Vote (addressed to Dean Bjorkman)	<a href="#">Refer to SOM PPM</a>
Gather all teaching evaluations	06/30/08		all departments that faculty member has participated in	<a href="#">Julia Clayton, Director of Student Affairs</a>
solicit letters of support (internal/external/staff/departmental faculty)	06/01/08		include all actions being considered (if being retained and promoted, letters should address both actions)	<a href="#">Refer to SOM Policy for Letters of Evaluation</a>
Formulate S(H)AC Committee	07/01/08		at least 5 students reflective of department/faculty teaching effort. Some departments have instituted more than on S(H)AC to address various teaching efforts.	Must include at least 5 members and should reflect teaching activity of faculty within your department (i.e., if 80% of time is spent with graduate students your SAC should reflect an 80% graduate student membership).
DAC Chair to meet with faculty candidates	07/15/08		Review CV/Self-Assessment Statement/Names of Potential Reviewers.	
DAC Chair to Prepare Master Summary Document	07/15/08		Highlights of faculty activity -	<a href="#">See Master Summary Sample</a>
list of final rpt actions including off-cycle promotions to Faculty Administration	07/15/08			
DAC chair to meet with S(H)AC chair/committee to provide charge and necessary documents	07/30/08		Teaching Evaluations (from all pertinent departments); CV; Self-Assessment Statements - SHIAC must be provided with 3 weeks to complete evaluation	
Notice sent to all department faculty advising of scheduled DAC meeting	09/01/08	minimum of 30 days prior to scheduled DAC		
received all letters of support internal/external/staff/departmental faculty	09/01/08	should be closed at least 3 weeks prior to DAC		Candidates should be given ample notice of file closure date and have the opportunity to review their file at least 30 days prior to scheduled DAC meeting
Completed and Closed file (all letters and S(H)AC review are in file) ready for review	09/01/08	30 days before scheduled DAC	minimum required letters for given action/ S(H)AC Summary & Vote	
HOLD S(H)AC Committee	09/10/08	3 weeks before scheduled DAC	Teaching Evaluations (from all pertinent departments); CV; Self-Assessment Statements	
Department Advisory Committee (DAC) ---(voting Meeting)	10/01/08		Master Summary Document/CV/Letters of Support/Teaching Eval/S(H)AC summary	
DAC minutes available for committee review/comment	10/2-10/7/08	2-5 days		
Department chair's letter of recommendation	10/08/08		address any concerns or negative votes	
7 day response letter sent to faculty candidate	10/09/08		copy of chair letter and DAC minutes	
Deadline for Candidate response to chair and DAC vote	10/20/08			