

**OFFICE OF FACULTY AFFAIRS**

WORKSHOP FOR DRTPC CHAIRS AND DEPARTMENT CHAIRS

**2018-2019**

1. Immediate Tasks
	1. Notify Faculty Affairs, CRTPC Chair and Dean of RTP Actions Table
	2. Post notice soliciting input from students and faculty
	3. Deadline for **2nd and 3rd year reappointment** packets: **9/13/18**
	4. Have **green** paper in department office for printing RTP packets
2. Review packets for completeness and accuracy
	1. Check for completeness: signatures, Cover Page, DRTPC checklist, etc.
	2. Remove inappropriate materials: solicited letters, materials outside period of review – notify candidate, Department Chair, Dean, URTPC and AVP Faculty Affairs
	3. Evaluate record vis-a-vis departmental criteria
	4. Produce DRTPC evaluation by deadline **9/28/18** (note of other 3 deadlines)
	5. Maintain strict confidentiality
	6. Maintain security, DRTPC Chair is official custodian of the packet
3. Evaluative and Developmental
	1. Help not blindside: offer criticisms with specifics
	2. RTP is reactive if not paired with intensive faculty development program at department and college levels
	3. Recruitment one side of the coin, retention is the other
	4. If someone is not performing provide explicit feedback – let the person know that he/she is in trouble
4. Continued RTP duties
	1. Review and respond to appeals as needed
	2. Repeat steps 1, 2 and 3 with packets from other three groups
	3. Oversee class peer observations
	4. Mentor probationary faculty
	5. Review DRTP criteria as needed or if nearing expiration date