

**RPT Procedural Check List**

**Candidate's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Yes      No/or  
N/A

**A. Department  
Department RPT Committee**

- \_\_\_\_\_      \_\_\_\_\_      1. If there are departmental elaborations approved by the University RPT Committee, were they given to the Candidate and placed in the Candidate's file by the Department RPTC?
- \_\_\_\_\_      \_\_\_\_\_      2. Are the required student evaluations received while in rank included in this file?
- \_\_\_\_\_      \_\_\_\_\_      3. Did the Candidate include an index in duplicate of those materials presented in his/her Working Personnel Action File?
- \_\_\_\_\_      \_\_\_\_\_      4. Has the departmental committee attempted to consult with all full-time members of the department?
- \_\_\_\_\_      \_\_\_\_\_      5. Has the Department RPTC provided written detailed descriptive and evaluative comments related to each of the four criteria and an overall recommendation?
- \_\_\_\_\_      \_\_\_\_\_      6. Has the Candidate: (a) received a copy of the comments and recommendation, (b) discussed them with the Department RPTC, and (c) signed a statement that he/she has seen them and discussed them? (NB: The statement to this effect is best written on the last sheet of the Department RPTC's comments and recommendation.)
- \_\_\_\_\_      \_\_\_\_\_      7. Was the Candidate given ten calendar days to submit a written response before the file was forwarded? Was the response placed in the file?

Signed \_\_\_\_\_  
Department RPTC Chair

Yes      No/or  
N/A

**Department Chair**

- \_\_\_\_\_      \_\_\_\_\_      1. If the Department Chair was not elected to the Department RPTC, did he/she opt to make a separate written recommendation? (If the answer is no, please disregard the remaining questions in this section.)
- \_\_\_\_\_      \_\_\_\_\_      2. Has the Department Chair provided written comments for each of the four criteria and an overall recommendation?
- \_\_\_\_\_      \_\_\_\_\_      3. Was the Candidate provided a copy of the Department Chair's comments and recommendation at least five calendar days prior to their placement in the WPAF?
- \_\_\_\_\_      \_\_\_\_\_      4. Was the Candidate given ten calendar days to submit a written response before the file was forwarded? Was the response placed in the file? Was a copy of the response provided to the Department RPTC?

Signed \_\_\_\_\_  
Department Chair

**RPT Procedural Check List**

**Yes**      **No/or  
N/A**      **B. Dean/Director**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Has the Dean/Director provided written comments for each of the four criteria and an overall recommendation?  |
| _____ | _____ | 2. Has the Dean/Director discussed his/her recommendation with the candidate, secured the candidate's signature, and provided him/her a copy?  |
| _____ | _____ | 3. Was the Candidate given ten calendar days to submit a written response before the file was forwarded? Was the response placed in the file? Was a copy of this response sent to all previous levels of review? |

Signed \_\_\_\_\_  
Dean/Director

<b>Provost/ V.P. <u>Yes/No</u></b>		<b>Univ RPT <u>Yes/No</u></b>		<b>C. <u>Provost/VPAA VPSA</u></b>	<b><u>University RPT Committee</u></b>
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|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | 1. Has the Provost/Vice President and the University RPTC provided written comments for each of the four criteria and an overall recommendation?  |
| _____ | _____ | _____ | _____ | 2. Has the Candidate been sent a copy of the Provost/Vice President's and the University RPTC's comments and recommendation?  |
| _____ | _____ | _____ | _____ | 3. Was the Candidate given ten calendar days to forward a written response before the file was forwarded? Was the response placed in the file? Was a copy of this response sent to all previous levels of review? |

Signed \_\_\_\_\_  
Provost/VPAA/VPSA

Signed \_\_\_\_\_  
University RPTC Chair

**Yes**      **NO**      **D. President**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. If the President's impending decision differed from the recommendation of the University RPTC, was the Committee consulted by the President before the final decision was made, and was the Committee given the opportunity to review the impending reversal of its recommendation?  |
| _____ | _____ | 2. Has the Candidate been sent a copy of the President's comments and recommendation? Were the reasons for the decision in writing and was the Candidate given ten calendar days to forward a written response to support his/her case before being officially informed of the final decision? Was the response placed in the file? |

Signed \_\_\_\_\_  
President