



Materials prepared by candidate – All files/binders should have the name of the candidate and home department on the cover and spine of the binder.

Primary File

- RTP Status Sheet *
- Professional Data Sheet *
- Vitae (if required by Library RTP Document) *
- Narrative *
- **Prior RTP or Periodic Mini Evaluations (added by committee if not by candidate) ****
- Index of Supplemental Materials *

Supplemental RTP File **

- Student Evaluation Summaries (and raw data, if submitted)
- Documented evidence of teaching, scholarly and creative activities, and service (i.e., syllabi, exams, publication, books, manuscripts, articles, paper presentations, exhibits, service commendation letters, etc.)

Materials added to file by reviewers

Primary File *

- Open Period Materials
- Open Period Index of Materials
- Committee Recommendation
- Dean Recommendation (or final decision in some cases)
- Candidate Rebuttals and any revised/adjusted recommendations
- Provost Final Decision

* Documents placed in Official Personnel File in Academic Personnel

** Documents normally returned to the candidate following the review