

RTP Evaluation Letter Types

Letter Type	Description	Managed By	Deadlines
Open Period	Per section 15.2 of the Collective Bargaining Agreement: <i>Faculty unit employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty unit employee. Information submitted by the faculty unit employee and by academic administrators may include statements and opinions about the qualifications and work of the employee provided by other persons identified by name. Only tenured faculty unit employees and academic administrators may engage in deliberations and make recommendations to the President regarding the evaluation of a faculty unit employee.</i>	Department Chair or Department RTP Committee Chair (They will share the letters with candidate outside of Interfolio for the 5-calendar day response period to verify accuracy) Placed in Open Period section of Interfolio Candidate Packet (internal section that only evaluators see)	Friday, August 22, 2025 - Friday, September 12, 2025
Letter of Recommendation/ Letter of Support	<i>Letters of Support are solicited by candidates and included in the supplemental documentation or primary file section of the candidate packet.</i>	Candidate (Add to the Primary File or Supplemental Material section of Interfolio candidate packet)	Monday, August 18, 2025 - Monday, September 22, 2025
External Evaluation Letters	<i>Normally, the external evaluation process will be initiated by the candidate, the Department RTP Committee, and/or the Department Chair. In order to meet the deadlines for a candidate's RTP review, requests for external evaluation should be made as early as possible in the review process, preferably in the spring semester prior to the fall semester when the RTP file is due. The campus process is governed by the "External Evaluation of Research, Scholarly, and Creative Activities" (PS 10-10), which is available on the Academic Senate website.</i>	Somone Washington (I will share the external evaluation letters with you for your 10-calendar day rebuttal period) Placed in the External Evaluation Letters section of the Interfolio candidate packet	Tuesday, September 23, 2025 - Tuesday, October 21, 2025