



**RTP REVIEW SCHEDULE FOR CYCLES I-IV
2024-2025**

Cycle I: Tenure-Track Librarians in their first year (Spring 2024 or Fall 2024 hires)

**Abbreviated Review
Professional Development Plan Due: 01/17/2025
(Reviewed in Spring 2025) Hired with a two-year appointment**

<u>Level of Review</u>	<u>Review Begins</u>	<u>Review Deadline</u>
Library RTP Committee	01/21/2025	02/21/2025
College Dean	03/04/2025	04/04/2025

Cycle II: Reappointment of Tenure-Track Librarians in their second year

Full RTP Review WPAF Due: 09/09/2024

<u>Level of Review</u>	<u>Review Begins</u>	<u>Review Deadline</u>
Library RTP Committee	10/08/2024	10/25/2024
College Dean	11/04/2024	11/22/2024
Provost	12/02/2024	12/16/2024
University RTP Committee (as appropriate)	01/17/2025	01/24/2025
President	01/27/2025	02/10/2025
Notice to Faculty of President's Decision	02/15/2025	

Cycle III: Abbreviated Review of Tenure-Track Librarians in their 3rd, 4th, or 5th year

**Abbreviated Review- received a 2-year reappointment in the previous full Review
Professional Development Plan and Brief Written Report (Reviewed in Spring 2025)
Due: 01/17/2025**

<u>Level of Review</u>	<u>Review Begins</u>	<u>Review Deadline</u>
Library RTP Committee	01/21/2025	02/21/2025
College Dean	03/04/2025	04/04/2025

Cycle III: Reappointment of Tenure-Track Librarians in their 3rd, 4th, or 5th year

**Full RTP Review- received a 1-year reappointment in the previous full Review
WPAF Due: 10/01/2024**

<u>Level of Review</u>	<u>Review Begins</u>	<u>Review Deadline</u>
Library RTP Committee	11/06/2024	12/06/2024
College Dean	01/02/2025	01/24/2025
Provost	02/04/2025	03/04/2025
University RTP Committee (as appropriate)	03/14/2025	04/11/2025
President	04/21/2025	05/19/2025
Notice to Faculty of President's Decision	06/01/2025	

**Full RTP Review- Tenure- 6th-year librarians
WPAF Due: 10/01/2024**

<u>Level of Review</u>	<u>Review Begins</u>	<u>Review Deadline</u>
Library RTP Committee	11/06/2024	12/06/2024
College Dean	01/02/2025	01/24/2025
Provost	02/04/2025	03/04/2025
University RTP Committee (as appropriate)	03/14/2025	04/11/2025
President	04/21/2025	05/19/2025
Notice to Faculty of President's Decision	06/01/2025	

Cycle IV: Promotion to Full Librarian

**Promotion to Full Librarian
Full RTP Review WPAF Due: 10/01/2024**

<u>Level of Review</u>	<u>Review Begins</u>	<u>Review Deadline</u>
Library RTP Committee	11/06/2024	12/06/2024
College Dean	01/02/2025	01/24/2025
Provost	02/04/2025	03/04/2025
University RTP Committee (as appropriate)	03/14/2025	04/11/2025
President	04/21/2025	05/19/2025
Notice to Faculty of President's Decision	06/15/2025	

Approved by: 
Cheryl Koos (Jul 1, 2024 10:58 PDT)
Cheryl Koos, Ph.D., Associate Vice President for
Faculty Affairs and Development

Date: 07/01/2024