|  |  |
| --- | --- |
| **Name** |  |
| **Department(s)/ Academic Units** |  |
| **Current Rank** |  |
| **Application Type** (Renewal, Tenure, Promotion, etc.) |  |

**Each Member shall:**

* Be copied on recommendations added to their file.
* Be notified when it moves to the next stage and have the opportunity to respond within 7 or 10 days (depending on the *Collective Agreement*).
* Be given the opportunity to access the file.
* Be notified and given the opportunity to access the file anytime new material is added to the file.
* Be able to view the file through a password-protected, time-limited Q-Share ticket.

**Before the file is considered by the Committee (November 15)**

[ ]  Member given opportunity to access file

**Before the file goes to the Department Head (if applicable) (December 15)**

[ ]  Member copied on RTP Committee recommendation

[ ]  Member given opportunity to access file

**Before the file goes to the Dean (January 15)**

[ ]  Member copied on Department Head’s recommendation

[ ]  Member given opportunity to access file

**Before the files goes to the Provost (March 1)**

[ ]  Member copied on Dean’s recommendation

[ ]  Member given opportunity to access file

**After any new material is added to the file**

[ ]  Member given opportunity to access file