

**QUFA RTP Timetable as
Set Out in Article 30 and Article 32.6 of the Collective Agreement**
<https://www.queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement/>

March/April	<input type="checkbox"/>		Faculty Office sends reminder to Heads regarding the commencement of the process.
By May 1st	<input type="checkbox"/>	30.2.1	Committee is elected.
By May 15th	<input type="checkbox"/>	30.7.2	Head notifies the Members of the Unit of: a) application deadlines; b) notice in For the Record; and c) their eligibility for Renewal or Tenure and draw their attention to Appendix O.
By July 1st	<input type="checkbox"/>	30.7.3	Member notifies Head of application. (NB, note circumstances under which application may be postponed for tenure-track, tenured Members.)
By July 15th	<input type="checkbox"/>	30.8.5	Head meets with applicant to discuss suitability of potential referees and preparation of the application.
By Aug 15th	<input type="checkbox"/>	30.9.1	Member's Application File completed and submitted to the Committee.
By Aug 15th (or as soon as possible)	<input type="checkbox"/>	30.8.11	Solicitation of referees' reports by Head.
By Sept 1st (or as soon as possible)	<input type="checkbox"/>	30.10.1	Process for selection of students
By Sept 15th	<input type="checkbox"/>	30.11.1	Member's Application File (material from 30.9.1 only) made available to Colleagues for review as well as in cross-appointed Departments, if applicable.
By Sept 15th (or as soon as possible)	<input type="checkbox"/>	30.10.1	Committee solicits letters from students.
By Oct 15	<input type="checkbox"/>	30.12.1	Unit Head provides applicant with information from the Member's Official File that is relevant to the application (must include USATs) that will

By Nov 15	<input type="checkbox"/>	30.14.3 30.14.4	be included in the RTP File. RTP File ready for Committee's review.
By Dec 15th	<input type="checkbox"/>	30.14.5 30.14.6 30.14.7	Committee makes recommendation (positive or negative); the recommendation is added to the RTP File and forwarded to the Department Head and applicant at the same time.
By Jan 15th	<input type="checkbox"/>	30.14.7 (e) 30.14.7 (f)	Head makes recommendation (positive or negative); the recommendation is added to the RTP File and forwarded to the Dean and applicant at the same time.
By Mar 1st	<input type="checkbox"/>	30.14.12 30.14.13	Dean makes recommendation (positive or negative); the recommendation is added to the RTP File and is forwarded to the Principal (or Provost) and applicant at the same time.
By Apr 1st (Renewal)	<input type="checkbox"/>	30.15.5	Principal (or Provost) grants or denies renewal, tenure or promotion and informs applicant of decision in writing, including reasons for denial.
By Apr 15th (Tenure)	<input type="checkbox"/>		
By May 15th (Promotion to Professor)	<input type="checkbox"/>		