

## PPM 9-5.1 Implementation Checklist

### **I. Department Guidelines MUST Include the Following Provisions:<sup>1</sup>**

- \_\_\_ Number of formal reviews before tenure review (1 or 2)
  
- \_\_\_ Years in which reviews will occur
  - \_\_\_ If one before tenure, mid-probationary retention review must be in either third or fourth year (Sec. B.2.a.).
  - \_\_\_ 6 or 7 year maximum probationary period for assistant professors (PPM 8-6, Sec. 3.B.)
  
- \_\_\_ External Evaluations
  - \_\_\_ **Required** for mid-probationary retention review and/or triggered reviews **OR**
  - \_\_\_ **Optional** at discretion of candidate B. (Sec. B.2). If external letters are made optional, alternative provisions must be made for “**substantive**” assessment of the quality of the candidate’s scholarship.
  
- \_\_\_ Detailed description of Informal Review: (Sec. B.1. a.)
  - \_\_\_ Who, if anybody, besides the chair (or designee) will attend the meeting with the candidate;
  - \_\_\_ Procedures and criteria for appointment of a chair’s designee, if any (A designee was provided for primarily for very large departments such as Internal Medicine);
  - \_\_\_ Required documentation for file and who provides it;
  - \_\_\_ Procedures for preparing and distributing the written report;
  - \_\_\_ Nature of the involvement by the RPT advisory committee such as whether it simply receives the report; meets as a body to discuss; or meets, discusses, and votes;
  - \_\_\_ Timetable;
  - \_\_\_ Nature of involvement by academic program if relevant.
  
- \_\_\_ RPT Criteria (Section A.2.a and b.)

In light of the new provision that departmental criteria not only emphasize the university’s commitment to superior intellectual attainment but also *responsible faculty conduct*, departments are encouraged to engage in discussions about whether to add to their RPT criteria attributes of professional conduct or normative standards such as those found in professional codes or statements of ethics relevant to their discipline.
  
- \_\_\_ Those categories of “other” faculty who may participate (but not vote) in the consideration of candidates for retention, promotion and tenure.( Section A. 3.a.i,ii, and iii.)

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<sup>1</sup> These requirements shall be interpreted for appropriate adaptation to accommodate relevant variations in organizational structure as set forth in PPM 9-5.1. Section 2A. footnote2. All references are to PPM 9-5.1 unless otherwise noted.

**II. Departmental Guidelines MAY Include the following Provisions:**

- \_\_\_ Timing of requests for early tenure beyond provisions in PPM 8-6, Sec. 3.C.1.  
(Section B.2.d.)—e.g., a longer minimum wait before a request can be made  
or the requirement of full RPT advisory committee approval in advance
- \_\_\_ Timing of requests for promotion for tenured faculty (Section B.2.d.)
- \_\_\_ Timing of how far in advance of the RPT meeting the files will be made available to  
those eligible to attend the departmental advisory committee meeting.( Section  
D.11.)
- \_\_\_ Requirements for triggered reviews different from those for other mid-probationary  
reviews (Footnote c. to table in Section D.12.)