

RTP Reviewer Quick Reference Guide

Core Principles:

- Evaluate the dossier using the candidate's Role & Scope document.
- Base conclusions on the candidate's work during the review period.
- Make a clear recommendation in the review letter, with vote tally and rationale.



University Standards

Review	Teaching	Scholarship	Service	Integration
Retention*	Effectiveness	Effectiveness	Effectiveness	
Tenure	Sustained Effectiveness	Accomplishment	Sustained Effectiveness	Meaningful connections across two or all three areas of responsibility
Promotion to Associate Professor	Same as tenure	Same as tenure	Same as tenure	
Promotion to Professor	Sustained Effectiveness	Excellence	Sustained Effectiveness	

* Retention candidates must also demonstrate satisfactory progress towards attaining tenure.

Areas to Evaluate

Teaching	Scholarship	Service	Integration
Course and curriculum development	Research and creative activity	University service	Creation of synergistic relationships among the teaching, scholarship, and service
Instructional innovation	Dissemination of knowledge	Professional service	
Student learning	Grants and scholarly products	Public/community	
Advising and mentoring	Discipline-appropriate scholarly impact		

Reviewer Responsibilities

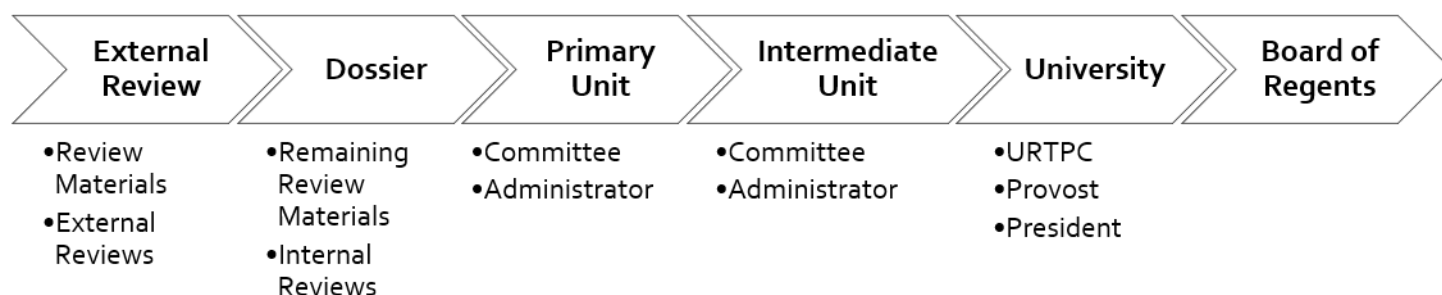
- ✓ Read the [Faculty Handbook RTP section](#) and relevant [Role and Scope document\(s\)](#).
- ✓ Determine if preceding reviews followed university policies and procedures
- ✓ Conduct an independent, substantive review of the dossier using the applicable Role and Scope document.
- ✓ Assess dossier evidence from review period only.
- ✓ If needed, request clarification or additional documentation in writing.
- ✓ Submit an evaluation letter by deadline that includes the recommendation, vote tally and rationale.

Things NOT To Do

- ✗ Use standards or expectations not found in the candidate's Role and Scope document.
- ✗ Discuss deliberations outside the committee.
- ✗ Allow non-committee members to be present during committee deliberation or voting.
- ✗ Conceal personal, business, or professional relationships that could be perceived to affect objectivity. Instead, declare to provost@montana.edu.
- ✗ Upload candidate materials to an AI platform.
- ✗ Miss published deadlines.

Any questions? Contact the Provost's Office at provost@montana.edu.

Review Process



Exception: Retention candidates do not undergo external review.

Key Faculty Handbook Definitions

Accomplishment - sustained and commendable performance.

Effectiveness - successful performance, appropriate to years of service.

Excellence - sustained, commendable, and distinguished performance.

Review Period - the period of performance to be considered for review.

- For retention and tenure, begins on the first day of employment in a tenurable position and ends on the dossier deadline. Includes credit for years of prior service specified in the letter of hire.
- For promotion to professor, it's the period of employment at MSU in the rank of Associate Professor plus the time that the candidate's MSU tenure dossier was under review until the promotion dossier deadline.

Role and Scope Document - describes responsibilities and obligations of an academic unit in serving the mission of the university. It includes the indicators, standards, and procedures that, in conjunction with university standards, policies, and procedures, govern the reviews of its faculty members.

Sustained effectiveness in integration - consistent successful performance over time and across a range of duties appropriate to the faculty member's appointment.

Sustained effectiveness in service - consistent successful performance over time and across a range of duties appropriate to the faculty member's appointment.

Sustained effectiveness in teaching - consistent successful performance over time and across course offerings and different student populations as appropriate to the faculty member's appointment.

Tips for Conducting Equitable Reviews

- Set group norms.
- Establish clear criteria.
- Use a deliberative process
- Articulate the reasons for each vote, whether positive or negative
- Assign an Evidence Steward to challenge unsupported assertions
- Know the policies on tenure clock extensions

Your role: _____

Retention reviews due: _____

Tenure reviews due: _____

Promotion reviews due: _____