RTP Procedures

The Department of Geography, Geology and Environmental Sciences conforms to the RTP policies and procedures of the Regents of the University of Colorado and the policy statement of CU-Denver, August 1, 1995. Our internal RTP process conforms to the by-laws of the Department and involves the following procedures.

1. Candidate is informed by the Chair, of departmental deadlines for submission of materials required for the RTP dossier, including vita, teaching, research and service sections. In addition to the above mentioned sections of the dossier, the candidate must also provide supporting material as evidence of productivity and any statements that will aid the review committees in their deliberations.

2. Chair selects three faculty members for each of the RTP subcommittees (teaching, research and service) and names the chair of each subcommittee. The subcommittee chair must be a tenured member of the faculty and where possible, be a member of the candidates discipline.

3. Chair selects one member of the faculty to oversee the solicitation of external reviews of the candidate's research. This faculty member is to be from within the candidate's discipline. This faculty member is given instructions on the procedure for selecting the external reviewers. External reviewers must be nationally and internationally respected scholars from the candidate's disciplinary specialty and must not have any substantial professional relationship with the candidate.

4. Upon completion of the relevant sections of the dossier, including the letters of the external reviewers, the chair of each subcommittee schedules a meeting for the subcommittee to deliberate over the candidate's qualifications for retention or
promotion and/or tenure. Following these deliberations, the subcommittee chair calls for a vote. The chair then records the vote writes a committee report and adds it to the candidate's dossier.

5. After completion of the subcommittee reports, the department chair distributes ballots to all departmental faculty for a vote. Votes are tabulated by the department chair.

6. The department chair then prepares the departmental report, includes it in the dossier and forwards it to the office of the Dean.

**Promotion and/or Tenure Criteria**

The following are the specific criteria established for evaluation of each faculty member's qualifications for tenure and promotion. These criteria conform to the general policies of the Regents but also include:

**Research:**

1. Evidence of significant research through publication of results in nationally and internationally respected peer-reviewed journals and/or books or chapters in books in the candidate's field. Is the candidate sole author and if not, is the candidate senior author on a significant number of publications? Since there are several different disciplines and sub-disciplines represented in the department; evaluation of the quality and quantity of publications is established by the candidate's external reviewers.

2. Presentation of research results on an annual basis at national and international professional meetings in the candidate's discipline.

3. Has the candidate received significant research funding from major funding agencies?

**Teaching:**

1. Student evaluation of courses (FCQs) offered by the candidate. Candidate's teaching evaluations should give evidence of better than average teaching ability.

2. There should be clear evidence that the candidate creates an environment in her/his classes that encourages students to be involved in critical thinking, especially in upper-division courses and in courses that are required in the candidates discipline.

3. There should be evidence that the candidate has an on-going program of course development and revision and contributes significantly to the department's mission, both in service courses and courses required of majors in the discipline.

4. There should be evidence of advising and of mentoring students who are enrolled as majors in the discipline.

5. If appropriate, has the candidate demonstrated the ability to direct the research activities of graduate and undergraduate students majoring in her/his discipline?

**Service:**

1. Is the candidate providing service to professional organizations at the local, national and international level?
2. Is the candidate actively involved in administrative committees and other service activities at the departmental, college and university level?

3. Does the candidate demonstrate any activities that provide a connection between the university and the local community?

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