

## IDEAL RTP GRIEVANCE CHECKLIST

### To be used to gather information for all RTP denial grievances

These documents should be included RTP files when they are sent to CFA for review/ determination whether or not to take the case to arbitration. Home and work phone numbers, and your mailing and email addresses, should be included in the file.

*Please do not put these documents in a binder or similar package.* We must photocopy all items, so the package is best left as a stack of papers with sections identified on separate pieces of paper. For the time being, *do not include more than is requested here.* If we need additional information or documentation, we will let you know.

#### A. Crucial Documents and Information that Must Be Provided:

*Please check the box in front of each item to indicate that you are providing the item.*

- RTP policy for department & school/college if such a policy is in existence. The University RTP policy document is critical.
- RTP review letters for each level of review in the current review cycle (i.e., dept personnel committee, dept, chair, dean, school, University if applicable, & Provost or President).
- All Rebuttals to negative letters of review in the current review cycle. If you did not submit a rebuttal, write up a short response to all the negative comments made at all levels of review.
- A summary of how the votes went at the various levels. e.g.: Example of a mixed review in a tenure case: Department level yes (4 yes -1 no), Chair - yes; Dean -No; College - No (2 yes- 3 no), Provost/President - No. You can use the RTP tracking form for this.
- Level I response with all exhibits thereto. Please do not omit any exhibits.
- A summary and evaluation of the case by the local union staff or chapter representative, which would highlight any obvious "due process" violations (e.g. Articles 15 and 11) as well as any observations that might pertain to the substantive issues, such as whether the individual had enough scholarly articles to meet scholarship criteria.
- Any other information you think is crucial.

B. Important Documents and Information that Should Be Provided:

Depending on the case, some of the following items may be crucial documents that must be provided. For example, if there is an allegation that the (W) PAF log sheet was not signed, the sheet must be provided. In the absence of such special circumstances, these documents are important and should be provided, but they do not have to be provided. If the case goes to arbitration, they will be requested by the attorney handling the case.

- Appointment letter (important in retention and tenure cases)
- Elements from the RTP dossier (Working Personnel Action file) reviewed by committees that pertain to the case. (e.g., if you were denied because of teaching, include summaries of teaching evaluations, if you were denied because of scholarship, include copies of your scholarly works, etc.)
  - a. For instances in which scholarship is an issue, please explain why you meet the scholarship criteria in your department, college, and/or university. You may also want to get information from editors demonstrating the difficulty of publishing with the journal/editor; what the process of choosing a peer reviewed articles, chapter for a book, etc. was; i.e., whether there was a double-blind reading with only 5% of articles accepted for publication; whether the journal is a top journal, etc. You want information to show how important your work is.
  - b. For instances in which teaching is in an issue, please explain why you meet the teaching criteria in your department, college, and/or university. You may want to go through your PTE's and summaries if negative comments were extracted from a series of positive comments; explain why one course has relatively low PTE's, e.g., if that course is one of the most difficult courses in the department; point to any contributions in pedagogy that you are recognized for, etc. You want information to show how great your teaching is.
- Current Vita with scholarly works and courses taught
- Previous RTP review letters from previous probationary years if it is a retention or tenure case so that CFA can determine whether you were given sufficient notice of deficiencies. Also, previous reviews of attempts to get promoted if you went up for promotion in previous review cycles.
- Probationary plan (if applicable)-retention & tenure cases
- Year-by-year chronology of events pertaining to the case. Please work on this chronology with your local union staff or chapter representative. Even a good short chronology is helpful to CFA in evaluating your case.
- Notes summarizing the date and content of the informal resolution effort if any was made.
- A copy of the Personnel Action File and "Sign In Log." A copy of the PAF may have a lot of the information outlined in this checklist.
- Evidence of tolled timelines (form or written agreement or email)
- Names of comparable candidates
- Names and contact information of supporters who could testify in arbitration