

**[Policy 6-320 Guidance—RPT memo sample]**  
**Memorandum of RPT Modifications**

From: [Department Chairperson]  
To: [Part-time untenured faculty member]  
Re: RPT modifications due to part-time status  
Date: \_\_\_\_\_ {draft 2011-04-26}

For purposes of your request to take part-time status, pursuant to University Policy 6-320, this serves as the required memorandum of understanding describing modifications made for your future Retention, Promotion, and Tenure reviews, varying from those terms otherwise applicable under University Policies 6-303 and 6-311 and this department's Statement of RPT Criteria, Standards, and Procedures (a copy of which is attached).

Documentation of increase of RPT probationary period, as determined by Policy 6-320. This description of the increase of your probationary period, which is controlled by the terms of Policy 6-320, is included here so that it will be understood by those who will be participating in your RPT review proceedings during the remainder of your probationary period. **You had previously spent one year in a part time status, having been granted a request for a “partial leave of absence at partial pay” at .5 FTE for the year 20xx-20xx. Under Policy 6-320-III-B-2, that resulted in increasing your probationary period by one year (as was documented at that time).**

With your recent request, you will be in a temporary two-year part-time status at .5 FTE for the years 20xx-20xx. **Under Policy 6-320-III-E-2, each year in this upcoming part-time status will result in increasing by one-half year your otherwise applicable RPT probationary period—so that two years in that status will result in a net additional increase of one-year. With the combined effects of your earlier one-year increase and your upcoming one-year increase, your overall RPT probationary period will have been increased by a total of two years. The normal probationary period in our department for a full-time candidate appointed initially at the assistant professor rank is seven years. Therefore your probationary period will be increased in net to a total length of 9 years.** Your period began in 20xx, and the final review for tenure and promotion will occur in 20xx. [If the probationary period has been affected by any other special circumstances, include explanation of those here, (e.g., an extension for parental leave, or a shortening by credit for prior service).]

Intermediate retention reviews. You have previously undergone reviews in the following years:  
Informal reviews: 20xx, 20xx, [etc.]  
Formal review for retention: 20xx, 20xx.

With the increased probationary period you have received [in the past and] with this current approval, the schedule for the remaining retention reviews is to have informal reviews in 20xx, and 20xx, formal retention review in 20xx [and 20xx], and a final tenure review in 20xx.

Standards. The standards of quantity of work required to be accomplished for your formal reviews, as compared to those applicable for full-time faculty in an ordinary [5, 6, or 7] year probationary period are as follows: \_\_\_\_\_ [Describe any variations from the standards described in the departmental RPT Statement or typical of departmental practices, for each phase of formal review, for the areas of teaching, research, or service. Policy 6-320 allows modification of the ordinary standards of *quantity*, but not *quality*.]

Procedures. \_\_\_\_\_ [Describe any variations from the review procedures otherwise

applicable according to the departmental RPT Statement and departmental practices, for example: clarifying which reviews will include solicitation of external letters.]

Other matters. [Describe any other modifications affecting RPT reviews. Policy 6-320 requires that “Any such modifications shall be consistent with the requirements, purposes and principles of this Policy, particularly the principle of proportionality (see III -E-2 above), and consistent with the purposes of other Policies regarding RPT (See 6-303, 6-311).”]

File. Per Policy 6-320, a copy of this approved memorandum will be placed permanently in the RPT file of the candidate, and shall have attached with it a copy of the otherwise applicable version of the departmental Statement of RPT Criteria, Standards, and Procedures.

Memorandum Approvals

Approved by the departmental RPT Advisory Committee on \_\_\_\_\_[date]  
Dept. RPT Advisory Committee chairperson (name)\_\_\_\_\_, (sign) \_\_\_\_\_ ,  
\_\_\_\_\_(date)  
Department Chairperson (name)\_\_\_\_\_, (sign) \_\_\_\_\_ , \_\_\_\_\_(date)  
RPT Candidate (part-time faculty member) (name)\_\_\_\_\_, (sign) \_\_\_\_\_ ,  
\_\_\_\_\_(date)  
Dean, college of \_\_\_\_\_ (name)\_\_\_\_\_, (sign) \_\_\_\_\_ , \_\_\_\_\_(date)  
Vice President (name)\_\_\_\_\_, (sign) \_\_\_\_\_ , \_\_\_\_\_(date)