

RTP Updates for Candidates



AP Austin Peay
State University
CLARKSVILLE • TENNESSEE
Academic Affairs

The 2026-2027 RTP Calendar

E-Dossiers Due:
Friday September 4

E-Dossiers Available for Department
Committee, Chairs, and Deans for Review:
Monday, September 7

Deadline for Department Committees'
Signed Written Reports:
Monday, September 28

Deadline for Chairs' Signed Written
Reports:
Friday, October 9

https://www.apsu.edu/academic-affairs/faculty/Faculty_Personnel_Actions_Calendar_2026-27.pdf

APSU Calendar for Faculty Personnel Actions 2026–2027		
Note that all actions are due by 11:59 p.m. on the date specified.		
Retention and Tenure		
Row	ACTION	Date
1	E-Dossier Workflows Launched	Friday May 8, 2026
2	E-Dossiers Due	Friday September 4, 2026
3	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 7, 2026
4	Deadline for Department Committees' Signed Written Reports	Monday September 28, 2026
5	Deadline for Chairs' Signed Written Reports	Friday October 9, 2026
6	Deadline for Candidates to Acknowledge Departmental Recommendations Deadline to Submit Optional Written Response to Two Negative Department Actions	On or before Friday October 16, 2026
7	E-Dossiers Available to College Committees for Review	On or before Saturday October 17, 2026
8	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 13, 2026
9	Deadline for Deans' Signed Written Recommendation	Friday November 20, 2026
Retention for Years 3, 5, and 6		
10	Deadline for Candidates to Acknowledge College Recommendations Deadline to Appeal the Dean's Negative Decision to the University RTP Appeals Board	On or before Friday December 4, 2026
Promotion to Full Professor		
Row	ACTION	Date
1	Candidate notifies Chair, Dean, and the Provost's Office of intent to seek promotion	No later than Friday May 8, 2026
2	E-Dossier Workflows Launched	Friday May 8, 2026
3	E-Dossiers Due	Friday September 4, 2026
4	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 7, 2026
5	Deadline for Department Committees' Signed Written Reports	Monday September 28, 2026
6	Deadline for Chairs' Signed Written Reports	Friday October 9, 2026
7	Deadline for Candidates to Acknowledge Departmental Recommendations Deadline to Submit Optional Written Response to Two Negative Department Actions	On or before Friday October 16, 2026
8	E-Dossiers Available to College Committees for Review	On or before Saturday October 17, 2026
9	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 13, 2026
10	Deadline for Deans' Signed Written Recommendation	Friday November 20, 2026
11	Deadline for Candidates to Acknowledge College Recommendations Deadline to Submit Optional Two-page	On or before Friday December 4, 2026

Years 3, 5, and 6

Where to find the RTP Criteria



The screenshot shows the website for Austin Peay State University's Academic Affairs department. The browser address bar displays www.apsu.edu/academic-affairs/. The top navigation bar includes links for APPLY, REQUEST INFO, VISIT, GIVE, and CALENDAR. Below this, a dark header features the university's logo and a main menu with links to ABOUT APSU, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, and I AM..., along with a search icon. The main content area features a large photograph of students in a classroom setting. Overlaid on the bottom left of this photo is a dark box with the text "Academic Affairs" in white. Below the photo is a horizontal menu with four items: Meet the Provost, Office of the Provost Staff, Faculty Resources, and Academic Master Plan. A red banner below the menu contains the text "Student success is a priority for the Office of the Provost." followed by a paragraph describing the office's mission.

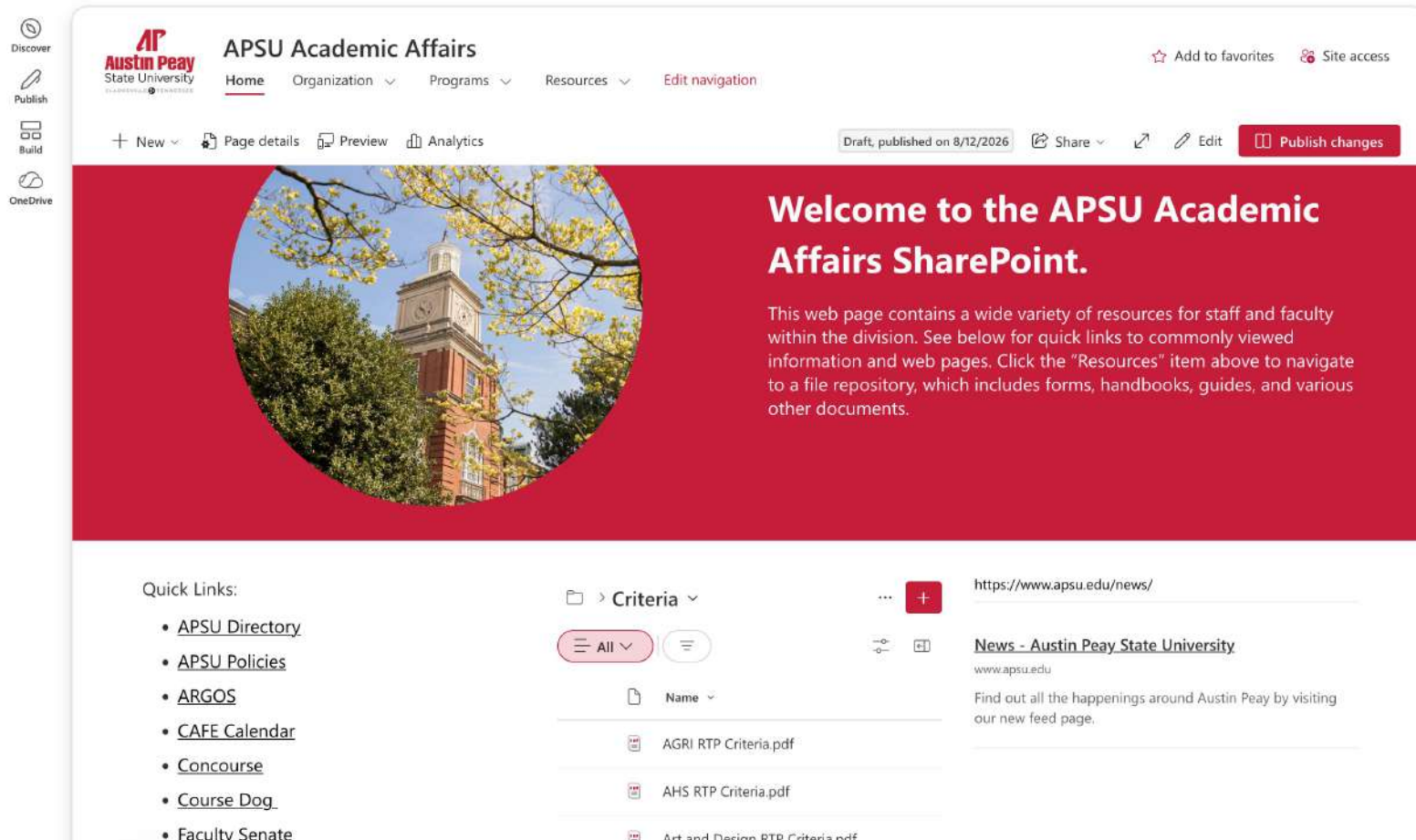
Academic Affairs

Meet the Provost Office of the Provost Staff Faculty Resources Academic Master Plan

Student success is a priority for the Office of the Provost.

The office provides leadership, professional development, services, and resources to promote a dynamic teaching and learning environment,

Where to find the RTP Criteria



The screenshot displays the APSU Academic Affairs SharePoint site. The top navigation bar includes links for Home, Organization, Programs, Resources, and Edit navigation. A secondary bar shows options for New, Page details, Preview, and Analytics. The main header area features a circular image of a building and a welcome message. Below this, a 'Quick Links' section lists various university resources. The central content area shows a folder named 'Criteria' containing three PDF documents: 'AGRI RTP Criteria.pdf', 'AHS RTP Criteria.pdf', and 'Art and Design RTP Criteria.pdf'. A right-hand sidebar provides a news feed from Austin Peay State University.

APSU Academic Affairs

Home Organization Programs Resources Edit navigation

+ New Page details Preview Analytics

Draft, published on 8/12/2026 Share Edit Publish changes

Welcome to the APSU Academic Affairs SharePoint.

This web page contains a wide variety of resources for staff and faculty within the division. See below for quick links to commonly viewed information and web pages. Click the "Resources" item above to navigate to a file repository, which includes forms, handbooks, guides, and various other documents.

Quick Links:

- [APSU Directory](#)
- [APSU Policies](#)
- [ARGOS](#)
- [CAFE Calendar](#)
- [Concourse](#)
- [Course Dog](#)
- [Faculty Senate](#)

Criteria

All

Name
AGRI RTP Criteria.pdf
AHS RTP Criteria.pdf
Art and Design RTP Criteria.pdf

<https://www.apsu.edu/news/>

News - Austin Peay State University
www.apsu.edu

Find out all the happenings around Austin Peay by visiting our new feed page.

RTP Procedures and Guidelines

Where to find the RTP Procedures and Guidelines:

https://www.apsu.edu/academic-affairs/faculty/rtp/RTP_Procedures_and_Guidelines.pdf

Faculty Handbook

SharePoint

Search this site

APSU Academic Affairs

Home Organization Programs Resources Edit navigation

+ New Page details Preview Analytics

Discover

Publish

Build

OneDrive

Quick Links:

- [APSU Directory](#)
- [APSU Policies](#)
- [ARGOS](#)
- [CAFE Calendar](#)
- [Concourse](#)
- [Course Dog](#)
- [Faculty Senate](#)
- [Provost Event Request Form](#)
- [Qualtrics](#)
- [Watermark](#)

Documents

A..

Name
Faculty Calendar
Faculty Qualifications
Handbook
RTP
Rubrics
Watermark

Enhanced Peer Reviews of Teaching

- Candidates should be receiving **two** Enhanced Peer Reviews of Teaching each cycle.
- The make up of the reviewers, timing, and courses being reviewed changes between cycles so make sure to reference the RTP Procedures and Guidelines and EPRT Guide (and ask your Chair).
- Be proactive and reach out to your reviewers to schedule your reviews early in the semester.
- If you decide this year to seek promotion to Professor in 2027-2028, work with your Chair to schedule EPRTs before your dossier is due.
- The Formative/Summative report is the one that goes in your e-Dossier (summative only for retention for year 6, Tenure, and promotion to Professor)

Option to Withdraw Professor Promotion e-Dossier

Faculty members are permitted to withdraw a promotion to Professor e-dossier at any time and at any level during the review process.

The faculty member may choose to apply for promotion to Professor at a later date.

Faculty members are advised to read Policy 2:063 for further details on promotion and conditions under which a faculty member under review may withdraw their e-dossier.

Unlocking a Dossier

If a dossier needs to be unlocked after the submission deadline:

1. If you realize that you need your dossier unlocked after you submit it, notify your Department Chair immediately. If the e-dossier is still with the department committee it can be unlocked for changes with a verifiable reason, error, or incompleteness.
2. The Department Chair must notify the Dean of the College with the rationale for unlocking the dossier
3. If the Dean agrees, the Dean will submit a request to the Senior Vice Provost who will determine the timing of the window when the dossier will be open in Watermark.

Using Watermark

Faculty Services



Hello Rachael McLean Fahnestock,

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:

Faculty Links

- Faculty Grade Entry
- Class List
- Faculty Week at a Glance
- Detail Schedule
- Grade Change Request
- Course Catalog
- Class Schedule

If you have any questions, please email the Registrar.

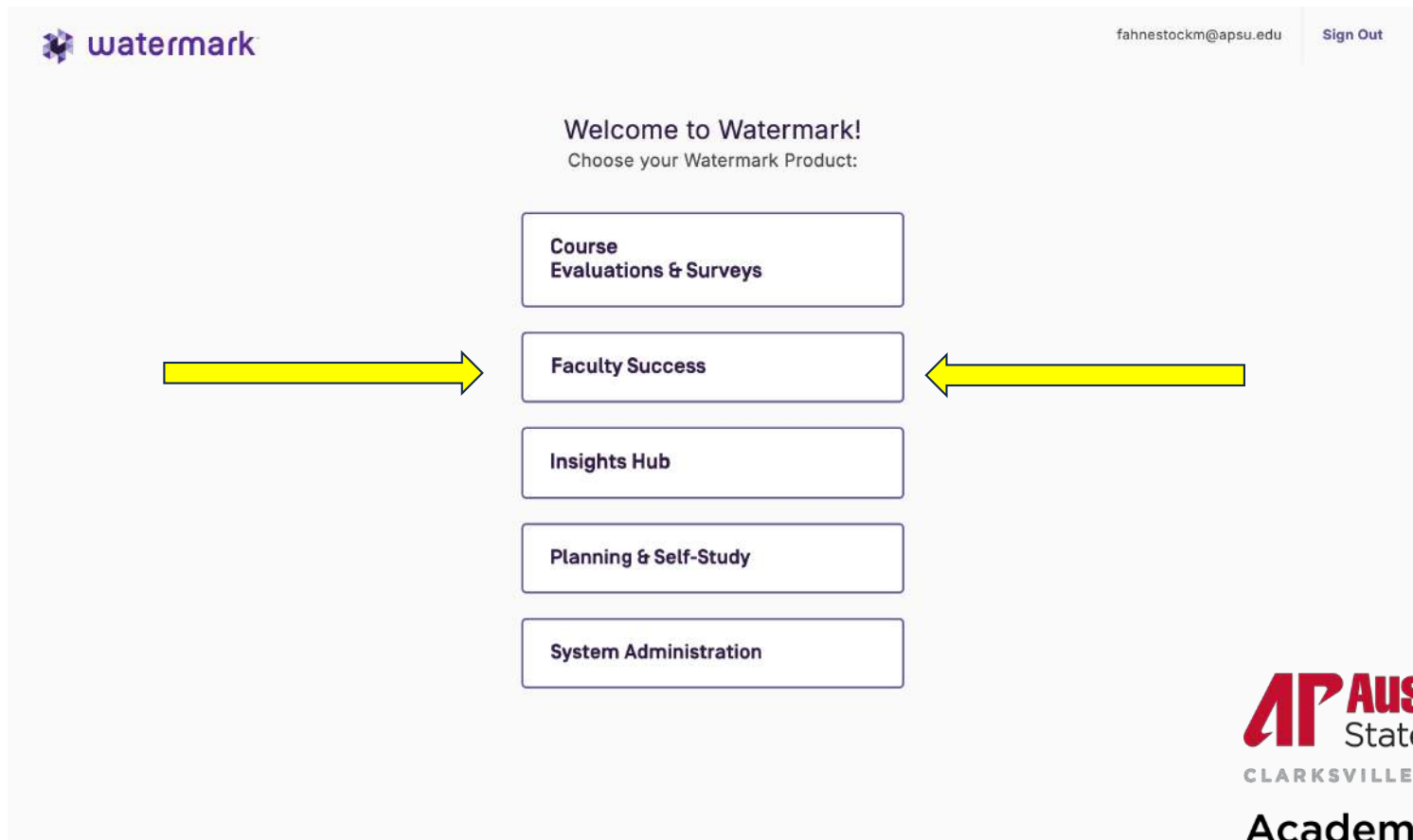
Advising Links

- Search for Student
- Clear Student for Registration
- Degree Works
- Add Student to Degree Works
- Course Choice Counts
- Registration History
- Student Week At A Glance
- Transfer Course Equivalencies
- Transfer Evaluations
- Schedule Planner Faculty View
- Schedule Planner Advisor Mode

Other Links

- Course Dog
- Curriculog
- Watermark
- Argos
- Concourse

Using Watermark



The screenshot shows the Watermark application interface. At the top left is the 'watermark' logo. At the top right, the user email 'fahnestockm@apsu.edu' and a 'Sign Out' link are visible. The main content area displays a welcome message: 'Welcome to Watermark!' followed by 'Choose your Watermark Product:'. Below this, there is a vertical list of five product options, each in a rectangular box: 'Course Evaluations & Surveys', 'Faculty Success', 'Insights Hub', 'Planning & Self-Study', and 'System Administration'. Two large yellow arrows are overlaid on the image: one points from the left towards the 'Faculty Success' box, and the other points from the right towards the same box. In the bottom right corner, the Austin Peay State University logo is displayed, including the text 'Austin Peay State University', 'CLARKSVILLE TENNESSEE', and 'Academic Affairs'.

watermark

fahnestockm@apsu.edu Sign Out

Welcome to Watermark!
Choose your Watermark Product:

- Course Evaluations & Surveys
- Faculty Success
- Insights Hub
- Planning & Self-Study
- System Administration

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Using Watermark

Managing Documents

Add supporting materials directly into the areas provided in the forms completed for the different **Activities** that populate your CV

For example:

Upload syllabi, student work, or course materials in **Scheduled Teaching** record entries

Upload documentation in the **Scholarship/Research** and **Service** record entries

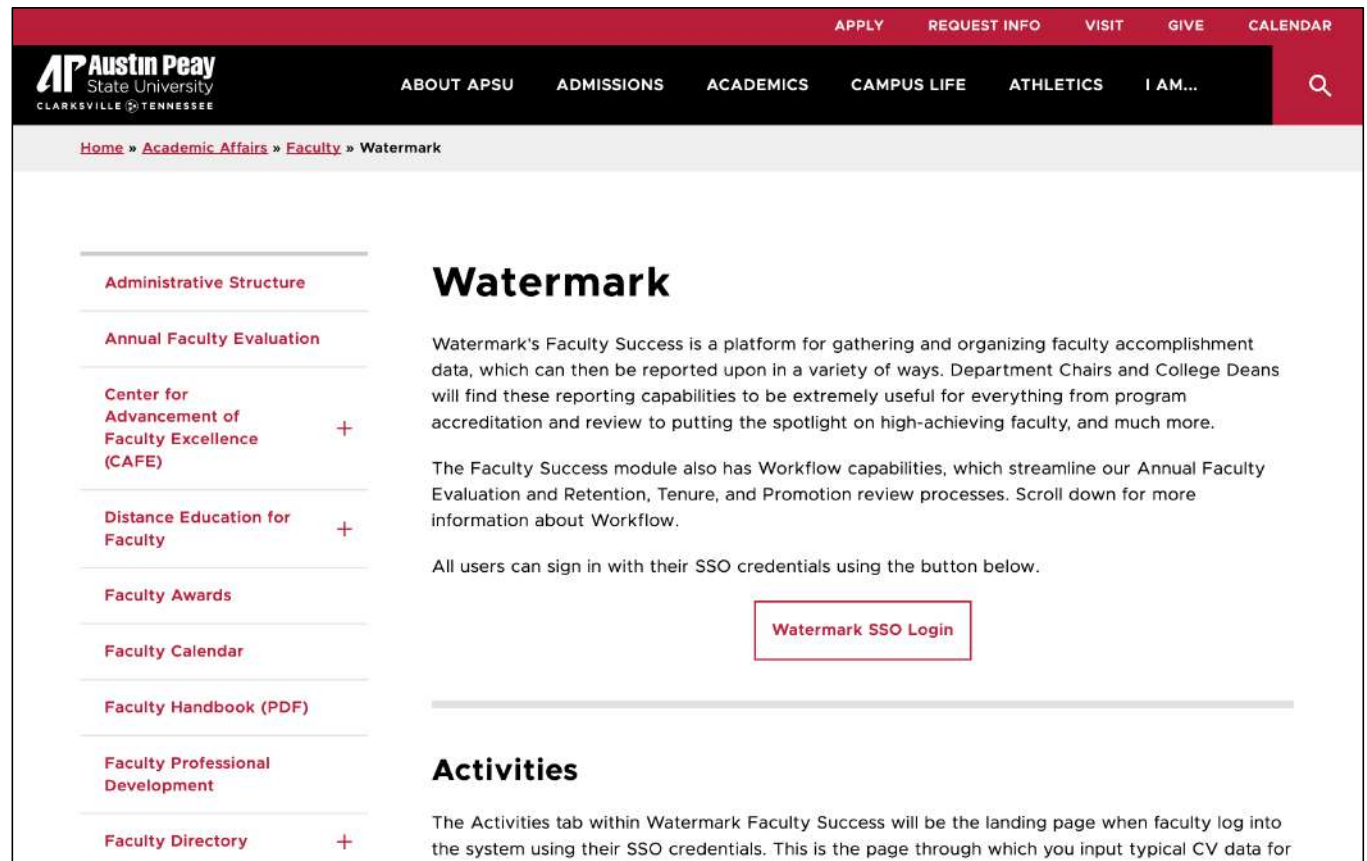
Use the **Additional Supporting Materials** area on the main page of your e-Dossier for things that don't fit into an Activities area and/or are requested by your department RTP criteria.

Zip large groups of files, like your course evaluations or peer evaluations, for ease of uploading and downloading.

Using Watermark

Where to find help:

<https://www.apsu.edu/academic-affairs/faculty/watermark.php>



The screenshot shows the Austin Peay State University website with a red header. The navigation bar includes links for APPLY, REQUEST INFO, VISIT, GIVE, and CALENDAR. The main navigation menu lists ABOUT APSU, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, and I AM... A search icon is on the right. The breadcrumb trail reads: Home » Academic Affairs » Faculty » Watermark. On the left is a sidebar menu with links: Administrative Structure, Annual Faculty Evaluation, Center for Advancement of Faculty Excellence (CAFE) (with a plus icon), Distance Education for Faculty (with a plus icon), Faculty Awards, Faculty Calendar, Faculty Handbook (PDF), Faculty Professional Development, and Faculty Directory (with a plus icon). The main content area has a heading 'Watermark' followed by a paragraph about the Faculty Success platform. Below this is another paragraph about Workflow capabilities. A 'Watermark SSO Login' button is highlighted with a red box. At the bottom, there is a heading 'Activities' and a paragraph about the Activities tab.

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APPLY REQUEST INFO VISIT GIVE CALENDAR

ABOUT APSU ADMISSIONS ACADEMICS CAMPUS LIFE ATHLETICS I AM...

Home » Academic Affairs » Faculty » Watermark

Watermark

Watermark's Faculty Success is a platform for gathering and organizing faculty accomplishment data, which can then be reported upon in a variety of ways. Department Chairs and College Deans will find these reporting capabilities to be extremely useful for everything from program accreditation and review to putting the spotlight on high-achieving faculty, and much more.

The Faculty Success module also has Workflow capabilities, which streamline our Annual Faculty Evaluation and Retention, Tenure, and Promotion review processes. Scroll down for more information about Workflow.

All users can sign in with their SSO credentials using the button below.

Watermark SSO Login

Activities

The Activities tab within Watermark Faculty Success will be the landing page when faculty log into the system using their SSO credentials. This is the page through which you input typical CV data for