

The background of the slide features a photograph of a white, classical-style building tower with a clock face and a small cupola on top. The tower is partially obscured by out-of-focus green and yellow leaves in the foreground. A solid red rectangular box is positioned on the left side of the image, containing the title text in white.

RTP Updates for Dossier Reviewers

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
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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 has a background image of students in a classroom. A dark overlay on the left side of the image contains the text "Academic Affairs". Below the image, a horizontal menu lists: Meet the Provost, Office of the Provost Staff, Faculty Resources, and Academic Master Plan. A red heading states: "Student success is a priority for the Office of the Provost." followed by a paragraph: "The office provides leadership, professional development, services, and resources to promote a dynamic teaching and learning environment,".

www.apsu.edu/academic-affairs/

APPLY REQUEST INFO VISIT GIVE CALENDAR

AP Austin Peay
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ABOUT APSU ADMISSIONS ACADEMICS CAMPUS LIFE ATHLETICS I AM... 

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. On the left, a sidebar contains icons for Discover, Publish, Build, and OneDrive. The main header features the APSU logo and navigation links: Home, Organization, Programs, Resources, and Edit navigation. A secondary header includes links for New, Page details, Preview, Analytics, and a status bar indicating a draft published on 8/12/2026, with options to Share, Edit, or Publish changes. The main content area has a red background with a circular image of a building and the text: "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

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

Unlocking a Dossier

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

1. If it has reached the department committee, don't vote on the dossier. A dossier can not be unlocked after a vote has occurred.
2. Notify the Department Chair.
3. The Department Chair must notify the Dean of the College with the rationale for unlocking the dossier
4. 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.

Enhanced Peer Review 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)

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.

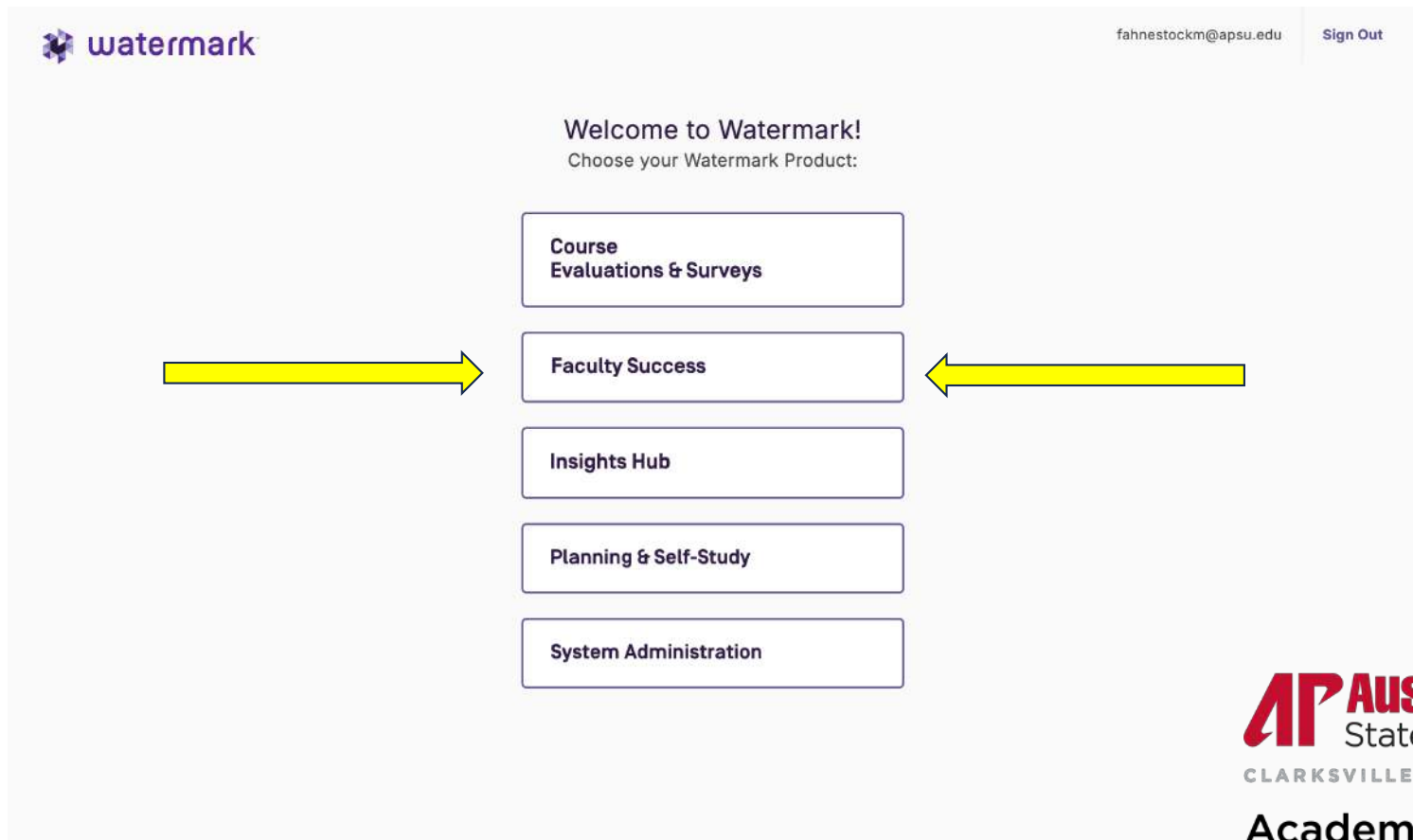
Advising Links

- 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 rounded rectangle: "Course Evaluations & Surveys", "Faculty Success", "Insights Hub", "Planning & Self-Study", and "System Administration". Two large yellow arrows point towards the "Faculty Success" option, one from the left and one from the right. 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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Academic Affairs

Using Watermark

AP Austin Peay State University

?

ActivitiesCV ImportsManage DataReportsWorkflowTools

You're using the original Faculty Success. [Explore the new view!](#)

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

▼ Inbox (3)

Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE ▼	DATE RECEIVED ▼
Annual Faculty Evaluation for 2022	Completed	Department of Biology	Me	March 16, 2023 @ 11:59 PM	March 16, 2023 @ 11:59 PM
Sabbatical Applications AY24-25 (Chair)	Opted Out	Me	Me	October 13, 2023 @ 11:59 PM	October 13, 2023 @ 11:59 PM
Promotion to Full Professor - Fall 2023	Completed	Department of Biology	Me	February 14, 2024 @ 11:59 PM	February 14, 2024 @ 11:59 PM

▼ History (7)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Annual Faculty Evaluation for 2022	Completed	Me	March 16, 2023 @ 11:59 PM	▼
Sabbatical Applications AY24-25 (Chair)	Opted Out	Me	October 13, 2023 @ 11:59 PM	▼
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Using Watermark



AP Austin Peay
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MF

McLean
Fahnestock



Home



My Profile



CV Imports



Reports



Reviews

You're using the new Faculty Success! [Go back to the original view.](#)

Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

▼ Inbox (3)

[▶ Show Filters \(0\)](#)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
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Using Watermark

Look for supporting materials in the CV where they will appear as links

Examples: Syllabi

Course materials

Student work samples

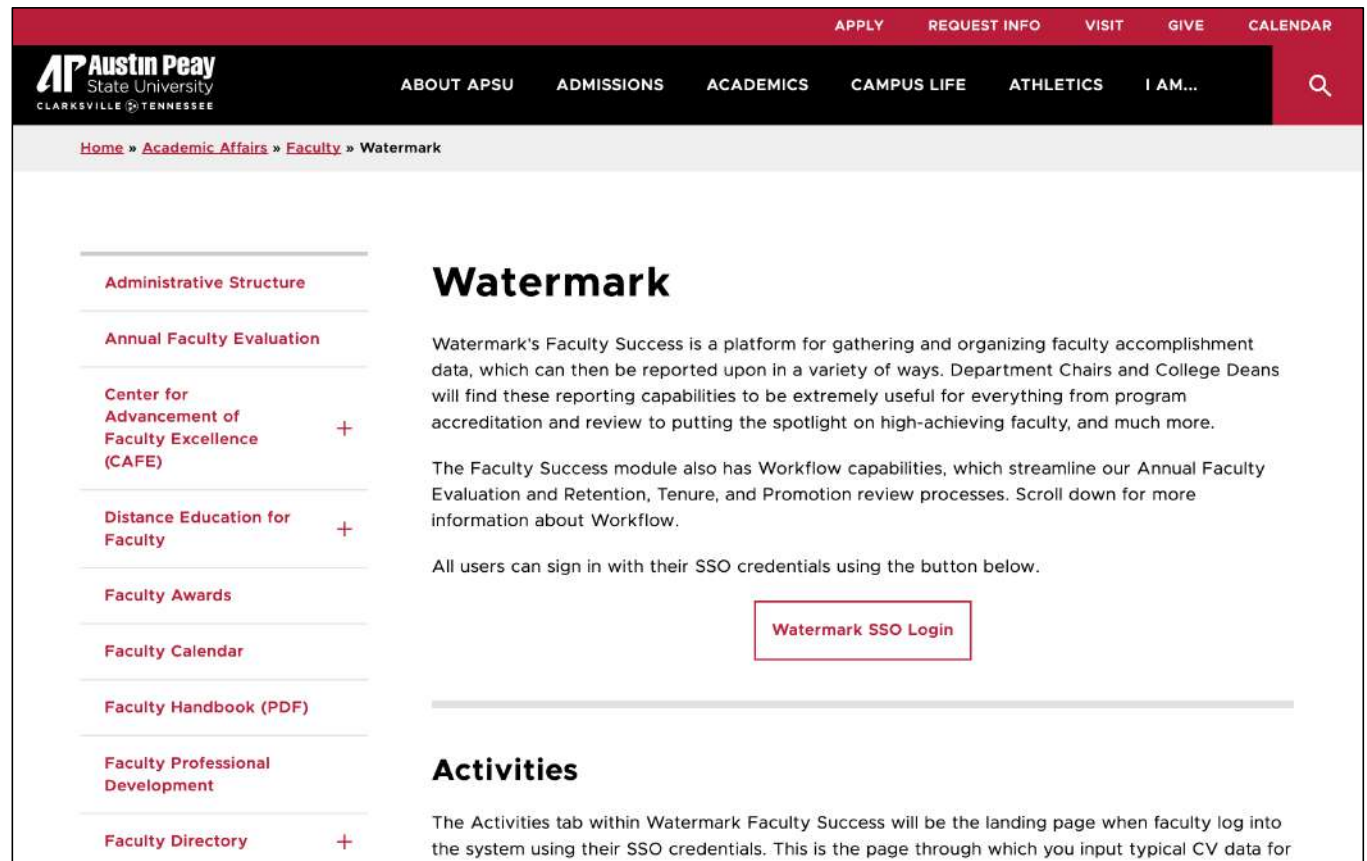
Documentation of research activities

Supporting materials at the bottom of the e-dossier may include items that do not fit neatly into the Watermark Activities areas but are mentioned in your department's RTP Criteria

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 located on the right. The breadcrumb trail reads: Home » Academic Affairs » Faculty » Watermark.

Administrative Structure

- Annual Faculty Evaluation
- Center for Advancement of Faculty Excellence (CAFE) +
- Distance Education for Faculty +
- Faculty Awards
- Faculty Calendar
- Faculty Handbook (PDF)
- Faculty Professional Development
- Faculty Directory +

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