## Non-Tenure Track Review Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
<th>Entity</th>
<th>Description</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>NTT Review Candidate</td>
<td>Contact Department Chair and ask if review will be conducted on Microsoft SharePoint. If so, <a href="#">click here</a> to access eDossier/retrieve URL</td>
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<tr>
<td>2</td>
<td></td>
<td>NTT Review Candidate</td>
<td><a href="#">Click here</a> to explore online training resources, or contact <a href="mailto:David.Hamiter@wwu.edu">David.Hamiter@wwu.edu</a> to register for in-person training</td>
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<tr>
<td>3</td>
<td></td>
<td>NTT Review Candidate</td>
<td>Upload required materials to eDossier and share with Department Chair and other faculty members who your Department Chair nominates as reviewers</td>
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<td>4</td>
<td></td>
<td>Department Chair</td>
<td>Prepare a written assessment of eDossier and send to NTT Review Candidate (CBA Section 8.1.3.1)</td>
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<td>5</td>
<td></td>
<td>NTT Review Candidate</td>
<td>Respond to errors of fact in Department Chair’s letter (CBA Section 8.1.3.1)</td>
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<td>6</td>
<td></td>
<td>Department Chair</td>
<td>Send Department Chair’s letter and response from NTT Review Candidate to College Dean.</td>
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<td>7</td>
<td></td>
<td>College Dean</td>
<td>Review Department Chair’s letter to verify compliance with departmental and college standards and send copy of final letter to NTT Review Candidate and Provost.</td>
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