This process is meant to support, not replace, the NTT Evaluation guidelines outlined in CBA. For questions about process, contact your chair/director or dean.

Candidate Preparation

1. Candidate creates their NTT Evaluation Team. Naming template: NTT Evaluation Firstname Lastname (example: NTT Evaluation Jane Doe)
2. Candidate creates folders and uploads materials.
3. Candidate adds the NTT Evaluation Committee chair as Team owner and leaves Team.

NTT Evaluation Committee Review

1. Evaluation Committee chair removes candidate from Team.
2. Evaluation Committee chair enrolls the committee as team members and informs committee that chat should not be used. Department chair/school director may be added at this point as well.
3. Evaluation committee deliberates and votes. If meeting in person, no action in Teams needed. If meeting digitally:
   - Set up meeting outside of the candidate's Team.
   - Prior to meeting, committee chair sets up MS Forms voting ballot using the provide template to ensure anonymity and prevent repeat voting. (Committee chair should be prepared to post the ballot link in the meeting chat at the time of voting.)
   - NTT Evaluation committee meets in Teams and deliberates. To maintain confidentiality, all deliberations should be verbal (not in chat) and the meeting should *not* be recorded.
   - Prior to the vote, committee chair posts the link to the ballot in chat of the meeting.
   - Committee votes using MS Forms voting ballot. Voting ballot may be reset if errors occur.
4. Evaluation Committee chair uploads recommendation letter to "[This Year's] Recommendations" folder in Teams, then emails it to candidate.
5. Evaluation Committee chair removes committee from Team, assigns ownership of Team to department chair/school director.

Department Chair/School Director Review

6. Department chair/school director removes NTT Evaluation Committee chair from Team.
7. Department chair/school director uploads recommendation letter to "[This Year's] Recommendations" folder in Teams, then emails it to candidate, with evaluation committee chair copied.
8. Department chair/school director assigns ownership of the Team to the dean and college administrative assistant (or designee of dean).

Dean Review

9. Dean/College administrative assistant (or designee of dean) removes the department chair/school director from Team.
10. Dean/College administrative assistant uploads dean's recommendation letter to "[This Year's] Recommendations" folder in Teams, then emails it to candidate, with department chair/school director and NTT evaluation committee chair copied.
11. If Provost review is required for candidate, college administrative assistant adds John Wiencek, Cher Hendricks, and Laurel Rooks as owners and removes Dean. *NOTE: College administrative assistant should remain as Team owner.*

Provost Review (if required)

12. Provost uploads recommendation letter to "[This Year's] Recommendations" folder Teams, then emails letter to the candidate and dean, with department chair/school director and NTT evaluation committee chair copied.

College Record-Keeping

13. College administrative assistant (or designee of dean) copies letters for personnel files.
14. College administrative assistant adds candidate as owner, and removes all other owners/members, including self.

College Returns Team to Candidate

15. Candidate retains Team for future evaluation.

In case of appeals, OAA will make the team available to any appeals committees after dean and provost recommendations.