

# UPTRM DOCUMENT REVIEW PROCESS

In early summer, UPTRM chair notifies Deans via email of procedures and timeline for review of college and departmental PTRM documents; sends email reminder to Deans with unresolved documents from previous year

Deans receive documents from college PTRM committee and from departments, then uploads to SharePoint site by the deadline; notifies UPTRM chair

UPTRM Chair makes review team assignments and schedules reviews to agenda; makes sure that reviewers have access to SharePoint site

Review teams review using track changes. Reviewers present findings to the full UPTRM committee for discussion. One of four outcomes is elected.

UPTRM Chair documents outcomes to the Document Review Summary (DRS) form, emails results to Deans, and posts DRS to college SharePoint site

College and departments resubmit with changes for re-review by 2nd Friday in May

UPTRM Chair reviews resubmissions. Deans update the UPTRM website with approved documents & updates by 3rd Friday in June

1st Friday in Dec:  
Dept docs to College PTRM for approval of changes, or directly to UPTRM via the Dean if no changes (3-year review cycle only)

2nd Friday in Feb:  
All college/dept docs to UPTRM

