

UPTRM 3-YEAR CYCLE
DECISION TREE

Is it time for the 3-year review of PTRM documents?
(check UPTRM website if unsure)

UPTRM document reviews will be completed by the end of the academic year.

Yes

Are there any changes to documents?

Yes, college document changed.

Submit revised document to UPTRM by 2nd Friday in October.

Yes, departmental documents changed.

Submit revised documents to college PTRM by 1st Friday in December.

Submit to UPTRM by 2nd Friday in February.

No

No action required

No

Do you want to make changes anyway?

Yes

Submit revised documents to college PTRM by 1st Friday in December.

Submit to UPTRM by 2nd Friday in February.

No

No action required

Adopted by UPTRM on 04/12/2019