Reappointment and Promotion

Non-tenure track faculty
RP Actions
(Reappointment and Promotion)

For most NTT positions there are 3 types of RP action:

- **Reappointment Review** = Occurring at conclusion of contract cycle
- **Formal Peer Review** = Unit-level reappointment review, typically every 4 years
- **Promotion Review** = University-level review, by request (typically 6th year or later)
Institutional Structures involved in RP(T) Actions

Provisost (Chief Academic Officer of University)
Professional Standards Committee (advisory to Provost)

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Dean (Chief Academic Officer of College/School)
Faculty Standards Committee (advisory to Dean)

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Chair (Head of Academic Department)
Department Faculty (all participate, those at required rank vote)
The Review Process

  - Typically carried out in Spring semester.

- **Formal Peer Review**- Commonly called ‘blue sheets’, includes unit-level evaluation, usually every 4 years
  - Typically initiated in Fall semester.
  - Unit-level evaluation by: Dept/FSC/Dean.
The Review Process

- **Promotion Review** - Commonly called ‘green sheets’
  - Initiated in Fall Semester
  - Includes both unit- and university-level evaluation:
    - Dept/FSC/Dean
    - PSC/Provost
- **Eligibility:**
  - Library/Extension/Research/Clinical: No set year
  - Lecturers: Eligible for promotion to Sr. Lecturer after 6 years within most recent 8 years
Getting started:
A few things to know...

• We want you to be successful at UVM!

• Many resources (people+documents) available to explain/assist in the RP process
  • University-wide resources
  • Unit/Departmental level resources
Getting started:
A few things to know...

• RP documentation is handled digitally, using PDF forms (accessible online)

• In some units, a faculty reporting system (e.g., Digital Measures) is available + can assist with preparing files
The RP Process: How To Prepare Yourself

(1) Familiarize yourself with the resources available to you

(2) Keep good records

(3) Follow guidelines when preparing/submitting materials
Resources

- UVM Faculty Resources page: [http://www.uvm.edu/~facrsrscs/](http://www.uvm.edu/~facrsrscs/)
  - UVM’s labor contracts
    - Union faculty: See Article 14 of CBA
    - COM faculty: See Section 5 of COM Faculty Handbook
  - Pink/Blue/Green Sheet forms and instructions
  - CV Guidelines

- Dept/Unit RP Guidelines document
- Colleague dossiers
- Advice from Mentor, Chair, Colleagues, etc.
Keep Good Records

• Reviews focus on the faculty member’s workload responsibilities, which may span 1 or several areas such as:

  Teaching    Research    Service
  Advising    Clinical    Outreach

• Keep track of your performance in assigned areas, to provide a clear and documented account of your work
Teaching

- Collect syllabi and other relevant course documents in an electronic file
- Teaching evaluations
  - Read your evaluations, keep notes
  - Compare with department averages on like courses
  - Keep track of how you respond to issues raised
- Regular peer reviews
- Document any awards/recognition
Advising

- CBA requires that advising be evaluated:
  - Undergraduate advisees
  - Masters / Doctoral students

- Document advising by keeping email records, notes, other relevant materials
Research and Scholarship

• BASIC STANDARD:
  • Peer reviewed publication with evidence of impact (e.g., acceptance rates, impact factor)
  • Evidence of a coherent, sustainable inquiry
  • For some fields: extramural funding
  • Keep your c.v. up-to-date, accurate, complete
  • External reviewers: Required for some promotion reviews (process for choosing is in the CBA)
Service

- Keep track of your service contributions (department/program, college, university, community and/or professional organizations)
- Consult Dept. RP(T) guidelines, speak with Chair and colleagues about expectations
- Guard against service load that diminishes time for or compromises your effectiveness in teaching or research
Follow Guidelines

• For all reviews (Pink/Blue/Green) you will need to provide an updated CV.
  • Follow CV guidelines on Faculty Resources Page: http://www.uvm.edu/~facrsrscs/

• For Blue and Green level reviews, you will prepare a narrative self-assessment:
  • Follow guidelines on form (length, content)
  • Consider consulting colleague dossiers, feedback from others
Other Materials in the Review

- Support documentation
- Dept/Unit/University-level evaluations
- External review letters, if applicable
Remember that...

- RP actions give you the chance to tell the story of who you are as a UVM faculty member: what matters to you, how you teach, what are the guiding research/scholarly questions that animate you, etc.

- There are many resources (human + document) to assist you in the process
We want you to be successful at
UVM