# Demystifying RPT Experience at UVM: First Reappointment Review

Presenters

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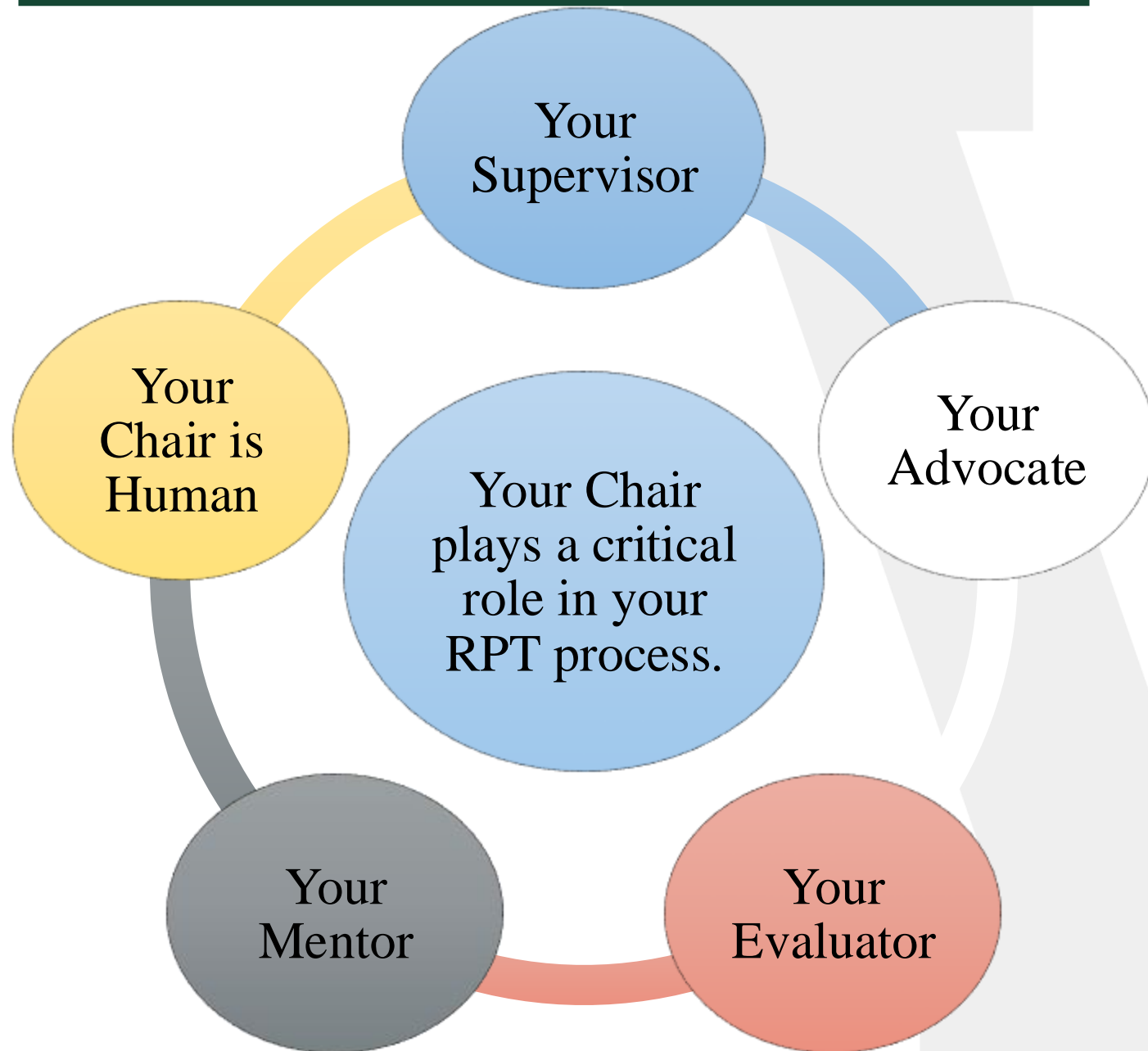
We want you to be successful at UVM!

- Map out your Reappointment, & Promotion/Tenure Timeline with your Chair

- Many resources (people+documents) available to explain/assist in the RP process
  - CBA, Article 14
    - RP Process, procedures for voting, rebuttals, etc.
  - Unit/Departmental level resources
  - University-wide resources
    - Forms, calendar of review, resources, etc.
    - https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt

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A Few Important Things to Know!

- Each Academic unit has RPT Guidelines, Annual Performance Review Guidelines, and Course Equivalency Guidelines. *Obtain a current copy & familiarize yourself with it.*

- 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
  - *Find out how the process is handled in your department/college.*

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RP Actions
(Reappointment and Promotion)

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

- Reappointment Review = Occurring at conclusion of <u>contract cycle</u>

- Formal Peer Review = Unit-level reappointment review, typically every 4 years (Blue Sheets)

- Promotion Review = University-level review, by request (typically 6th year or later) (Green Sheets)
  - *Know your timeline to prepare effectively for the review*
  - **** External Review Required in Some Units, e.g., CNHS, LIBS, LCOM.****

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RPT Schedule

For most TT positions, the reappointment schedule is:

1st reappointment = Spring of 2nd year

2nd reappointment = Initiated Fall of 4th year

Tenure review = Initiated Fall of 6th year

Requires External Review for all faculty

The timeline can be extended up to 3 years (for approved medical leaves, etc.)

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Institutional Structures Involved in RPT Actions

1ˢᵗ Reappointment: Unit-Level Review Only: BLUE SHEETS

Provost Review Only in Unsuccessful Cases

Department Chair (or Equivalents in Schools within Colleges or Standalone Schools	**2ⁿᵈ Reappointment and Tenure/Promotion: Unit, University & Provost's level of review:** GREEN SHEETS				
Faculty Standards Committee (FSC) /Dean	Department Chair(or Equivalents)	College Level: Faculty Standards Committee (FSC) (Advisory to the Dean)	Dean Level Review	*Faculty Senate's Professional Standards Committee (PSC) (Advisory to Provost)	*Provost (Chief Academic Officer of the University)

Components of RPT Dossiers

<u>All</u> reappointment dossiers have the same basic structure and include:

- CV
- RPT form, including narrative responses by the Chair and by the candidate
- Voting/Evaluation by specified individuals/committees (as per review level)
- External Review Summary and Report Section
  - <mark>*Chair offers the summary & review of the letters</mark>
- Supplementary documentation
- See copies here: https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt
  - *Only use forms you download from this page*

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ORGANIZATION
Documentation (and mistakes to avoid)

1) Overall Organization

- Adhere to word limits – make the strongest case in a concise manner
- Order of materials, bookmarking of dossiers (e.g., all supporting materials after basic dossier entries; external reviewer CVs positioned after all external letters rather than after each letter; check all links to ensure they work)
- Do not include scanned documents.
- Once assembled, candidates' dossiers should be combined into one PDF file with bookmarks rather than separate PDF files.
- *Limit excessive discipline-specific language and acronyms.*

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Documentation (and mistakes to avoid)

2) **Nature of Contributions to Scholarship/Teaching/Service**
- <mark>It is helpful to know the approximate nature and percentage of the applicant's contribution to co-authored scholarship</mark>

3) **Workload Distribution (by Chair)**
- The chair provides specific workload distribution
- Include information on the number of courses taught with the estimates of workload percentages
  - <mark>How courses are counted varies (e.g., in some units, 40% of teaching equals five courses, and in others, it equals four courses).</mark>

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My Journey

First-generation student

Lecturer (2016-2018)

Assistant Professor (2018-present)

2 Parental Leaves

Associate Professor 2025

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Telling Your Story

Your Narrative & Evidence

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Blue Sheets:
Assigned Responsibilities

Tips

- Stick to word limits
- Broad introduction
- Concise overview for each area
- Mini teaching philosophy
- Mini research statement

Summary of Accomplishments

Since my initial appointment at UVM, I have successfully executed my responsibilities in teaching, scholarship, and service, in addition to several activities above and beyond my official responsibilities in each area. **The interconnectedness of my work in each of these areas also reflects my commitment as a teacher-scholar to bridge research and practice and to build community-university partnerships in and out of the classroom.**

Of note to readers is that my responsibilities and accomplishments discussed herein include work from my 2016-218 Lecturer appointment in Human Development and Family Studies (HDFS) because this work was credited as "Year 1" of the tenure track probationary period.

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(Clearly) Telling Your story:
Contextualize Things for Your Reviewers

Teaching Responsibilities

- *2016-2018 (88%):* Work completed during two-year appointment as Lecturer counts as Year 1 of probationary period.
- *2018-2019 (51.5%):* Fall 2018 parental leave resulted in one-year extension of probationary period per the CBA, Article 14.5, d, i.
- *2019-2020 (51.5%)*

Table 1. *Workload assignments (%)*

RPT Timeline		Teaching	Advising	Research	Service
Year 1	2016-2018**	88	12	0	0
Parental Leave Extension	*2018-2019*	*51.5*	*7.5*	*41*	*7.5*
Year 2	2019-2020				
Year 3	2020-2021	44	7.5	37.5	11
Year 4	2021-2022	44	7.5	37.5	11
Year 5	2022-2023 *(Oct-Dec 2022 medical leave & Spring 2023 parental leave)*[++]	44[++]	7.5[++]	37.5[++]	11[++]

**Note: *My 2016-2018 Lecturer appointment in Human Development and Family Science (HDFS) counts as "Year 1" of tenure track probationary period.*

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(Clearly) Telling Your story

Tips

- Contextualize/ remind throughout
- Meet with your Chair
- Seek mentorship
- Get feedback
- Ask for exemplary models

Contextualize Things for Reviewers, E.g.:

Although my professional goals were to obtain a tenure track position, I was initially appointed as a Lecturer (0% research). I pursued this position because of my desire to work at UVM, the potential for a tenure track line becoming available in HDFS, and the hiring Dean's support of continuing research on overload via external funding. ***To keep myself well-suited for a tenure track position, I engaged in two collaborative research projects that strengthened my research skills and contributed to my work on power and interpersonal violence in several important ways: . . .***

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Make Yourself Known

- Increase visibility over time(department, college, university)
    - Meet regularly with your Chair
    - Contribute, build relationships
- Again, contextualize
    - *Don't* compare yourself to others
    - *Do* help others to understand your work

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Imagine Your Trajectory: Thinking Ahead

- Document feedback

- Pursue professional development opportunities

- Develop a research roadmap

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Telling Your Story

Dossier Preparation

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Carefully Review RPT Expectations & Unit-level Guidelines

Tips

- Review early
- Map out your timeline
- Create a checklist of to-dos, e.g.:
  - RPT due dates
  - Publication benchmarks
  - Peer observations

Important Resources

- Vice Provost of Faculty Affairs website
  - Blue sheets
  - Deadlines
- Article 14 of Collective Bargaining Agreement (CBA)
- Unit-level guidelines

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Supporting materials: Evidence of your success

Tips

- Course eval table
- "Evidence" folders
- Update CV regularly

Supplemental Evidence, e.g.:

- Altmetric
- Google Scholar
- Letters of support (CTL/CELO/WID staff, community partners)
- Student testimonials
- Professional development
- Annual reviews
- Program-level assessments

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Experience Something atypical?
Seek Advice & Explain

Notes. **_Evaluations were not distributed in my name_ for three co-taught courses in Fall 2016 & Spring 2017. Quantitative items provided here with permission from co-instructors: HDFS 001 & HDFS 005. In Fall 2022, I co-taught HDF 1010 for 6 weeks before taking medical leave for the rest of the semester. Student evaluations, although positive overall, reflect their experiences in the course primarily under the Graduate TA's instruction.

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Rebuttals & Grievances

The <u>CBA</u> provides information regarding letters of rebuttal and supporting documentation, including timelines that must be adhered to by the candidate

Rebuttals are useful tools for correcting misrepresentation of your record or inaccurate interpretations:

- *Chair-Submitted within 7 days and may respond to external reviewers as well*
- *Dean & FSC-Submitted within 10 days*

See Article 14.9 of the <u>CBA</u> for more information about the grounds on which the Provost's decision could be grieved.

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Discussion