

Demystifying RPT Experience at UVM: Promotion & Tenure Review (All Ranks)

Presenters:

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We want you to be successful at UVM!

- Each Academic unit has RPT Guidelines. *Obtain a current copy & familiarize yourself with it.*
- Map out your Promotion & Tenure Timeline with your Chair (or Equivalent)
- Many resources (people+documents) available to explain/assist in the Promotion & Tenure process
 1. Review your CBA, Article 14
 - ❖ *RPT Process, procedures for voting, rebuttals, etc.*
 2. Unit/Departmental level resources
 3. University-wide resources: <https://www.uvm.edu/dofa/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>

❖ *Only use forms you download from this page* Last Updated February 2023*

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

Faculty
Standards
Committee
(FSC) /Dean

2nd Reappointment and Tenure/Promotion: Unit, University & Provost's level of review: **GREEN SHEETS**

Department
Chair(or
Equivalents)

College/School
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)**

Building Your Voice in the Promotion & Tenure Process

Your self-assessment narrative should demonstrate your progress and accomplishments of the requirements for promotion and/or tenure:

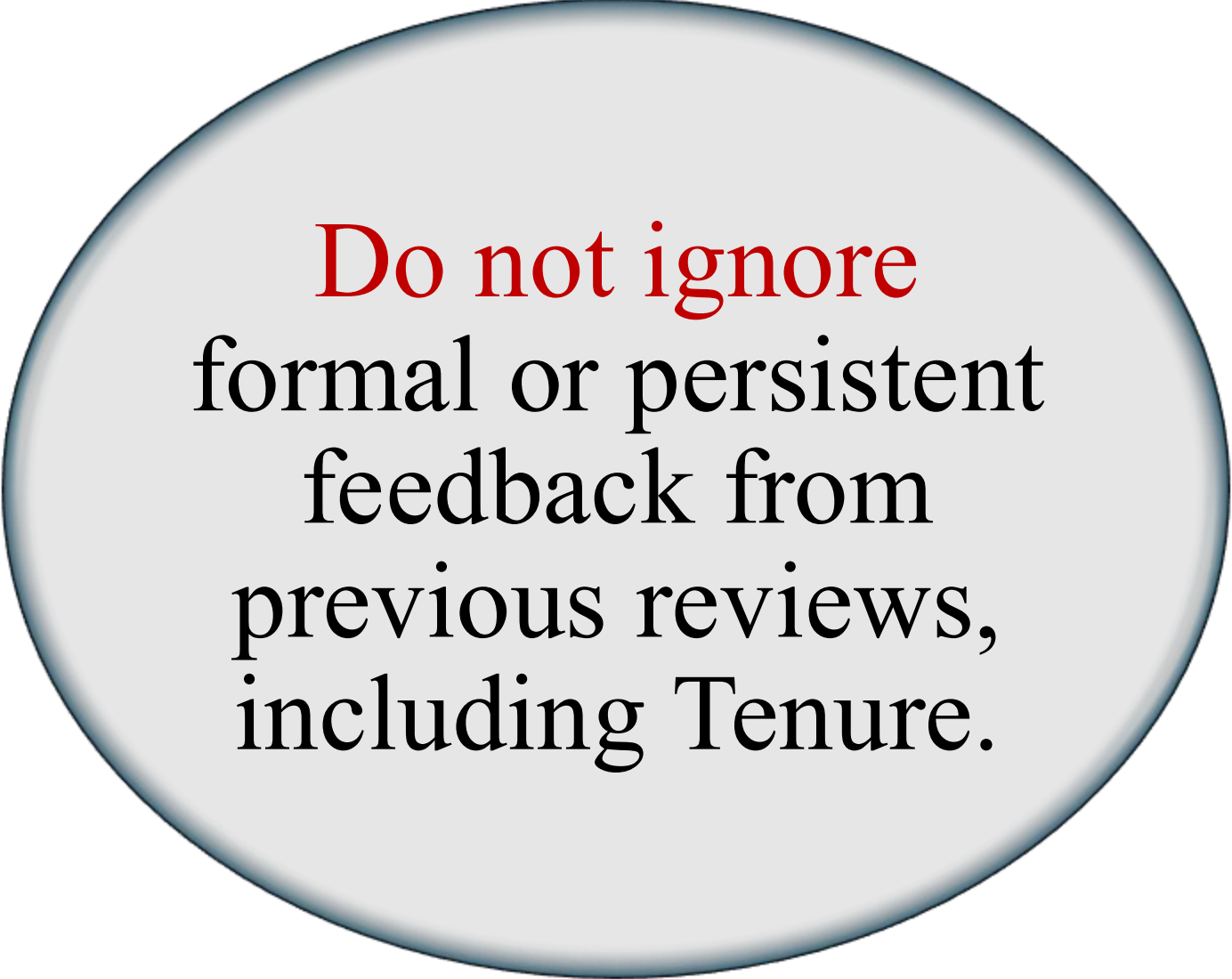
- The **value and impact** you bring as an educator/scholar at UVM
- Your **priorities and focus** areas as an educator/scholar/mentor
- Your **teaching approaches/ Clinical work**, including your objectives and how you achieve them
- Your **approaches to advising and mentoring** of students and colleagues
- The **forms of service** you participate in, including the level of service and positions
- The **types of Research/scholarships** you are involved in and the **guiding questions that shape your research and creative endeavors & products**

Promotion & Tenure Reviews – PSC's Role

- The PSC is a University standing committee comprised of 11 representatives (one from each unit; two from CAS & LCOM)
- The PSC reviews RPT dossiers during the spring semester
- Description of PSC-level review process
 - *Documents (Dept., FSC, Dean)*
- The PSC is advisory to the Provost

Workflow of PSC for RPT packages

- Meets during spring semester to review ~14 packages each week
- Chair assigns each package a primary and secondary reviewer but flags any package with a “no” vote at any level to all PSC
 - Primary provides a detailed report back to entire PSC including: highlights of the workload areas, external letters, teaching evals; red flags; voting results
 - Secondary reviewer supplements report back from primary
 - PSC member from home unit clarifies as needed
- PSC member from home unit clarifies as needed
- Any “no” vote by PSC member(s) is recorded with reason



Do not ignore
formal or persistent
feedback from
previous reviews,
including Tenure.

Importance of Previous Reviews

Respond to feedback & recommendations from previous levels of review; Chair; FSC; Deans; PSC; *External Reviews, & Provost Reviews


Teaching-Peer/Student Course Evaluations; *Inclusive excellence criteria where applicable*

Service- *Indications of Service at Department/ College /University/ Professional Level*

Research/Scholarship- *Provide indications of impact & responsiveness to feedback on your scholarship, including clarity of Publication status/record since previous review*

Internal/External grant Funding *Provide evidence of activity and success.*

Student advising/ Mentorship; *Evidence of growth, development and responsiveness to feedback from previous reviews*

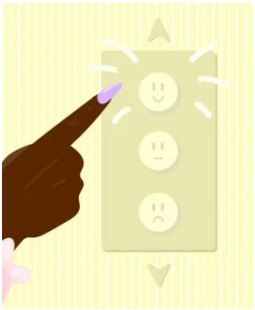


**Write your RPT
package to make
the review process
as easy as possible
for Faculty, Chair,
Committees,
Dean, and Provost**

Understand your workload and the RPT guidelines for your school or college



Follow the rules as written for unit's approved guidelines for your RPT package to avoid delays



Frame accomplishments as how they meet/exceed the RPT guidelines

- Helps reviewers easily read your dossier and therefore make an easy decision



Customize your RPT package to the approved guidelines

- Use language in the guidelines to identify to reviewers what you are addressing in relation to the RPT evaluation

Do not assume reviewers understand your workload assignments



If you have a 0% workload assignment in a core area (e.g., research), emphasize in the appropriate places → not to be evaluated

- *Discuss ahead of time with Chair for their support to highlight 0% or reduced workload assignments in the Chair's evaluation*



If you have products in areas with 0% workload, demonstrate and identify them as work produced beyond your responsibilities

Turn negatives into positives



Identify areas for improvement from past re-appointment evaluations (we all have them!)

Clearly demonstrate how you addressed those areas



- **Teaching/Clinical** - if not-so-great evaluations show positive trend in evaluation scores, identify CTL seminars attended, etc.
- **Scholarship** – trends in scholarly outputs (quantity, quality), seminars/presentations, securing grants
- **Service** – trends in committee work at various levels (from departmental to professional)

Identify your roles in your activities



Explicitly identify service at each of the department, school/college, university, and professional levels

- Make it easy for the reviewer to see where your service fits and what the impacts were



Specify your role in acquired grants (PI, co-PI, key personnel, etc.)



Specify contributions to co-authored scholarship

- Given among-discipline variation, provide nature and % contributions (e.g., develop concept, oversee, collect data, analyze data, write)
- Work with your Chair to clarify expectations based on workload. For example, the volume/type of scholarship may differ for a clinical faculty member vs a tenure-track faculty member

Other miscellaneous suggestions

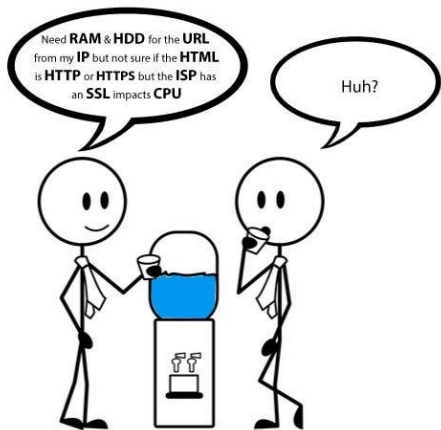


Do not include scholarly work that is “in preparation”

- But use judgment – for example, signed book contract with publisher signifies something concrete even though book is not published
- Pre-prints are a tangible product > “in preparation”




If coming up for tenure early, based on RPT guidelines, state why and have your chair state why



Limit disciplinary-specific language, acronyms, and abbreviations likely unknown by reviewers

- Particularly noticeable in LCOM RPT packages
- If essential, provide lay language explanation and full corresponding text with 1st appearance of acronyms and abbreviations



Write your RPT
package to make
the review process
as easy as possible
for Faculty, Chair,
Committees,
Dean, and Provost

Organization & Writing 1/2

Organization of Dossier:

1. Updated CV-Consistent with the self-assessment narrative
2. Order of materials, bookmarking of the dossier (e.g., all supporting materials after basic dossier entries)
3. Do not include scanned documents unless necessary.
4. Once assembled, the dossier should be combined into one PDF with bookmarks rather than separate PDF files.
5. Adhere to word limits – make strongest case in a concise manner. **Focus on showing that you are making appropriate progress toward promotion and tenure.**
6. Limit excessive discipline-specific language and acronyms.

Workload distribution:

- Assure that the workload distribution is consistent throughout the dossier
- Include information on the number of courses taught with the estimates of workload percentages
 - How courses are counted varies (e.g., in some units, 40% of teaching equals five courses, and in others, it equals four courses).

Organization & Writing 2/2

❖ Contributions

- Clearly label and organize peer-reviewed publications (e.g., accepted in press, published, under review)
- Impact: Altimetric, Google Scholar, Letters of support, Student testimonials, Professional development, Annual Performance reviews etc.
- List any non-peer-reviewed publications separately
- Conference presentations (Regional, national, international)
- Grants/contracts (if applicable): indicate your role (e.g., PI, co-PI), funding agency, amount, and status (e.g., under review, awarded)
- Indicate the nature and percentage of your contribution to collaborative projects, including publications, grants etc.

Use tables to make it easier for reviewers (see next slide)

Example from Nicole Conroy (CESS)

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.

Building a Narrative Beyond Your Program

- **Make yourself known (department, college, university):**
 - Meet regularly with your Chair
 - Attend program/ department/college meetings
 - Attend University events
 - Contribute to the University & build relationships
- **Again, contextualize:**
 - Build your own narrative
 - Pay attention to successful dossiers in your unit/ be inspired
 - Make Presentations/Talk about your work & help others understand your work
 - Help others to be invested in you and your success

Rebuttals & Grievances

The CBA 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 faculty records or inaccurate interpretations, including to external reviewers

Ask for feedback if you choose to write a rebuttal either from a trusted colleague or from UA's Contract Administrative Committee (contract@unitedacademics.org).

You cannot file a grievance until the Provost has issued a decision.

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 CBA for more information about the grounds on which the Provost's decision could be grieved.

Discussion