



*The*  
**UNIVERSITY**  
*of* VERMONT

# **Reappointment and Promotion**

## **Non-Tenure Track Faculty**

**Presenter:**

**Jane Okech, Ph.D.**

**Professor and Vice Provost for Faculty Affairs**

# Overview

- The RP process:
  - Reappointment schedule
  - Components of the review
  - Institutional structures
- Preparing for RP actions
- Resources



# 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**
  - **<https://www.uvm.edu/provost/facultyaffairs>**



# Getting started:

## A few things to know...

- Each Academic unit has RPT Guidelines, Annual Performance Review Guidelines, & Workload Equivalency Guidelines. **What does this mean?**
- 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



# RP Actions (Reappointment and Promotion)

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

- **Reappointment Review** = Occurring at conclusion of your contract cycle
- **Formal Peer Review** = Unit-level reappointment review, typically every 4 years
- **Promotion Review** = University-level review, by request (typically 6<sup>th</sup> year or later)



# Institutional Structures Involved in RP(T) Actions

**Professional Standards Committee (Advisory to Provost)- STEP III**

**Provost (Chief  
Academic  
Officer of  
University)**

**Faculty Standards Committee (Advisory to Dean)-  
STEP II**

**Dean (Chief  
Academic  
Officer of  
College/School)**

**Department Faculty (all participate,  
those at required rank vote)-STEP I**

**Chair (Head of Academic Department)**



# The Review Process- 1/2

- **Reappointment Review** – Standard contract renewal.
  - Typically carried out every **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 -2/2

- **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





# **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**



# Keep Good Records

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

2. Keep track of your **performance in assigned areas**, to provide a clear and documented account of your work

Teaching

Research

Service

Advising

Clinical

Outreach



# Teaching

**Save syllabi and other relevant course documents in an electronic file**

*Teaching philosophy and/ principles*

*Document & illustrate inclusive teaching practices*

*Document & illustrate the evolution of your teaching*

**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**

*Request documentation of peer reviews*

**Document any Awards/Recognition**

*Ask for letters from committee Chairs to document service*



# Advising

**CBA requires that  
advising be  
evaluated:**

*Undergraduate advisees*

*Masters / Doctoral  
students*

**Document Advising by  
Saving:**

*Email records*

*Advising notes*

*Advising evaluations  
(formal & informal) and  
other relevant materials*



# Research and Scholarship

## BASIC STANDARD:

- *Peer reviewed publications with evidence of impact (e.g., acceptance rates, h-index, Google Scholar citations)*
- *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 contribution:

(Department/program, college, university)

Community and/or professional organizations)

Know expectations:

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:  
<https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>
- 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

1. Support documentation
2. Dept/Unit/University-level evaluations
3. 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



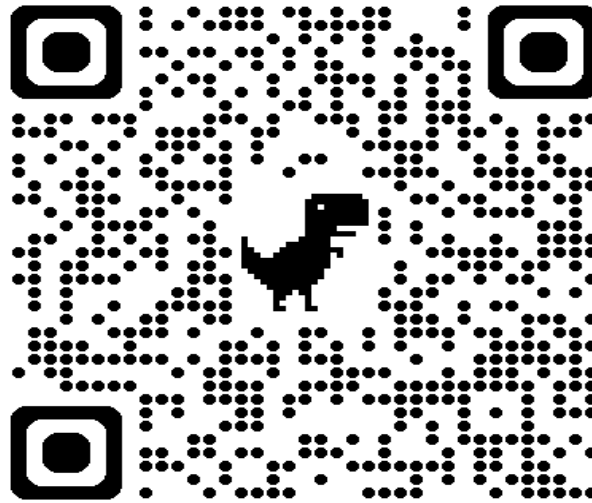


*The*  
**UNIVERSITY**  
*of* VERMONT

**We want you to be  
successful at UVM**

---

# Comprehensive Faculty Mentoring Program



# Resources

- **UVM Faculty Resources page:**
  - **UVM's labor contracts**
    - **Union faculty**
    - **LCOM faculty: See LCOM Faculty Handbook**

<https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>

- **Pink/Blue/Green Sheet forms and instructions**
- **CV Guidelines**

<https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>
- **Dept/Unit RP Guidelines document**
- **Colleague dossiers**
- **Advice from Mentor, Chair, Colleagues, etc.**

