

Reappointment and Promotion(RP)

A focus on Non-Tenure-Track Faculty

Presenter:

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Professor and Vice Provost for Faculty Affairs

General Evaluation Criteria:

- **Clinical Faculty:** Quality evidence-based clinical practice (patient care, consultation)
- **Extension Faculty:** Teaching, advising, research/ scholarship/creative work, & service
- **Lecturer Track Faculty:** Teaching & Service, & other workload duties
- **Library Faculty:** Contributions to educational, research, and service missions to UVM and the Libraries
- **Tenure Track Faculty:** Research, Teaching, Advising & Service
- **Research Faculty:** Research, Service, & other workload duties

We want you to be successful at UVM!

- **Map out your Reappointment & Promotion Timeline with your Chair**
- Many resources (people+documents) available to explain/assist in the RPT process
 - CBA, Article 14
 - RPT Process, procedures for voting, rebuttals, etc.
 - LCOM Faculty-see LCOM Faculty Handbook
 - Unit/Departmental level resources
 - University-wide resources
 - Dymystifying RPT Process at UVM Program
 - OVPFA Webpage & University resources
 - <https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>

A Few Important Things to Know!

- Each Academic unit has **RP 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.*

NTT Annual Reviews & Reappointments

Annual & Reappointment Reviews

- Unit-specific guidelines
- Dept. Chairs or Dean/designee
- Annual review: Every spring
 - Previous 2 semesters or 12 months
- Reappointment review: Prior to contract end

Formal (Unit-Level) Peer Reviews

- “Blue sheets”
- **Typically every 4 years**
 - After 2nd formal peer review: Every 6 years
 - *After promotion: Upon request of faculty or chair (coinciding w/6th year review)*
- Department → Faculty Standards Committee → Dean

NTT Promotion Reviews & Timelines

University-Level Review

- “Green sheets”
- Department review + chair narrative →
- Unit-level FSC review + Dean recommendation →
- University-level PSC review → Provost

Promotion Eligibility

- Lecturers: 6th year / when criteria are met
- Instructor → Assistant Professor: Terminal degree completion
- Assistant → Associate Professor → Professor: When criteria are met

RP Schedule

- Timeline might be different if you received credit for work at another institution
- Timeline might be different if you choose to seek promotion early OR at hire
- Timeline might be different if you **transition to another faculty rank**, NTT OR TT

NTT Promotion: External Reviews

No External Reviews

Promotions from:

- Lecturers → Senior Lecturer
- Research Associate → Research Assistant Professor
- Instructor → Assistant Professor

External Reviews Required

Promotions for:

Assistant & Associate:

- Clinical Professors
- Research Professors
- Extension Professors
- Library Professors

Institutional Structures Involved in Reappointment & Promotion 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, Promotion & Tenure: Unit, University & Provost's level of review: **GREEN SHEETS**

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

All 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
 - **Chair offers the summary & review of the letters*
- Supplementary documentation
- See copies here: <https://www.uvm.edu/dofa/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>
 - **Only use forms you download from this page**

Telling Your Story

Your Narrative & Evidence

General Recommendations:

- Sustained excellence, development over time
 - Keep records of work, including updated CV
 - Discuss promotion at annual review meetings
 - Reconcile CV and dossier
- Craft a compelling, cohesive narrative
 - Articulate your growth, impact, & trajectory
 - Provide examples + evidence

Carefully Review RPT Expectations & Unit-level Guidelines

Tips

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

Important Resources

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

Recommendations for NTT Teaching Faculty

Priyantha Wijesinghe, Ph.D (Senior Lecturer, CEMS)

Tell your story with data and graphs

- Show the trajectory of growth
- Format to save reviewer time; make it skimmable and easy to navigate

Teaching

- Showcase evidence of growth
- Highlight the innovations in the classroom
- Mention major changes and additions to course materials, delivery, and assessment
- Share students' feedback

Don't underestimate the service

- Link the service activities to the mission of the university, college, and department
- Highlight your influence (local, regional, and national)
- Keep track of service activities by color-coding the calendar
- Use annual performance evaluation reports

Supporting materials: Evidence of your success

Tips

- Course eval table
- “Evidence” folders
- Update CV regularly

Supplemental Evidence, e.g.:

- Altmetric (track digital attention to articles)
- Google Scholar
- Letters of support (class observers, community partners)
- Student testimonials
- Professional development
- Annual reviews
- Program-level assessments

Make Yourself Known

- **Increase visibility over time(department, college, university)**
 - *Do* meet regularly with your Chair
 - *Do* contribute to your program/Department/school and build relationships
- **Imagine your trajectory and think ahead:**
 - Document feedback
 - Pursue professional development opportunities
 - Develop a research roadmap
- **Again, contextualize**
 - *Don't* compare yourself to others
 - *Do* help others to understand your work
 - *Do* tell your story and share your evidence

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

Discussion

**What topic do you want to hear
more about from today's
presentation?**