

# **Reappointment, Promotion and Tenure (RPT)**

## **A focus on Tenure-Track Faculty**

**Presenter:**

**Jane Okech, Ph.D.**

**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 & Tenure Timeline with your Chair
- Many resources (people+documents) available to explain/assist in the RPT process
  - Collective Bargaining Agreement (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
    - Forms, calendar of review, resources, etc.
    - <https://www.uvm.edu/dofa/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>

# 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.*
- RPT 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.*

# RPT Schedule

For most TT positions, the reappointment schedule is:

1<sup>st</sup> reappointment = Spring of 2<sup>nd</sup> year

2<sup>nd</sup> reappointment = Initiated Fall of 4<sup>th</sup> year

\*\*\*Tenure review = Initiated Fall of 6<sup>th</sup> year\*\*\*

\*\*\*Requires External Review for all faculty\*\*\*

- The timeline can be extended up to 3 years (for approved medical leaves, etc.)
- Timeline might be different if you received credit for work at another institution
- Timeline might be different if you choose to seek promotion and tenure early

# Institutional Structures Involved in RPT Actions

## 1<sup>st</sup> 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

## 2<sup>nd</sup> 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
- Same Publications, grants & Presentations listed in both CV/Dossier\*\*\* (*proper citations*)
  - 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.:
  - RPT due dates
  - 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

# 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?**

**\*Attend Demystifying RPT at UVVM Program\***