

# First-Year Faculty Experience Workshop VI/ Demystifying the RPT Process Workshop I: *Preparation for First Reappointment*

## Presenters

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# First-Year Faculty Experience Workshop VI/ Demystifying the RPT Process Workshop I: All Faculty: Preparation for First Reappointment

## Upcoming Demystifying the RPT Process Sessions (all on Teams):

- Preparation for Second Reappointment: Wednesday, March 18, noon – 1:15pm
- Focus on Non-Tenure Track (NTT) Faculty: Friday, March 28, noon – 1:15pm
- Preparation for Tenure and Promotion to Associate Professor: Wednesday, April 1, noon – 1:15pm
- Preparation for Promotion to Full Professor: Wednesday, April 29, noon-1:15pm
- Focus on Discussing How to Recognize, Avoid, and Address Bias in the RPT Process: Friday, May 1, noon – 1:15pm

# Let's Start with Key Resources and Materials

\*You will receive these slides after the  
workshop

# Your Chair/Equivalent and You

*\*Map out your Reappointment and Promotion/Tenure Timeline with your Chair*

*\*But also take ownership over key steps/moments in the timeline*



# We want you to be successful at UVM!

- 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>

# A Few Important Things to Know

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

# RP/RPT Actions, Schedules, and Dossiers

NTT and TT

# NTT RP Actions (Reappointment and Promotion)

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

- **Reappointment Review**: Occurring at conclusion of contract cycle
- **Formal Peer Review**: Unit-level reappointment review, typically every 4 years (**Blue Sheets**)
- **Promotion Review**: University-level review, by request (typically 6<sup>th</sup> year or later) (**Green Sheets**)
  - *External Review Required in Some Units, e.g., CNHS, LIBS, LCOM. \*\*\**
- ***Know your timeline to prepare effectively for the review***

# 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.)

# Institutional Structures Involved in RPT Actions

## 1<sup>st</sup> Reappointment: Unit-Level Review Only: **BLUE SHEETS**

*\*Provost Review in Unsuccessful Cases Only*

Department Chair  
(or Equivalents) in  
Schools within  
Colleges or  
Standalone  
Schools

Faculty  
Standards  
Committee  
(FSC)/Dean

## 2<sup>nd</sup> Reappointment and Tenure/Promotion: **GREEN SHEETS**

*\* Unit, University,  
& Provost's level  
of review*

Department  
Chair/  
Equivalent

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/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>

**\*Only use forms you download from this page\***

# Telling Your Story

Dossier Preparation

# Dossier Tips and Mistakes to Avoid

## Some General Advice to Consider

- This is your opportunity to characterize your work how you want it to be characterized.
  - *Give yourself enough time.*
  - *Contextualize, but do not compare yourself to others*
- It is your opportunity to demonstrate how your efforts have surpassed the necessary standard.
  - *Rely on the language from your unit's guidelines to demonstrate that you have passed the expectations.*

# Dossier Tips and Mistakes to Avoid

## More General Advice to Consider

- It is your opportunity to help others understand your work. Prioritize clarity, in language and organization.
  - *Do not make those reading your file have to work harder than necessary to understand your work. This applies to the CV as well.*
- Review other files from your unit
  - *But DO NOT plagiarize from those other files.*

# Dossier Tips and Mistakes to Avoid

## Organization and Details

- 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.*
- *Headings and subheadings can help with clarity and emphasizing a positive trajectory*

# Dossier Tips and Mistakes to Avoid

## Nature of Contributions to Scholarship/Teaching/Service

- It is helpful to know the approximate nature and percentage of the applicant's contribution to co-authored scholarship

## Workload Distribution (by Chair)

- The chair provides specific workload distribution
- 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).*

# Planning for Success

- Start early
- Review resources
- Map out your timeline
- Be strategic about service

Create a checklist of to-dos, e.g.:

- *RPT due dates*
- *Publication benchmarks*
- *Peer observations*

# Telling Your Story

Your Narrative & Evidence

# Nicole's Journey

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First-generation student

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Lecturer (2016-2018)

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Assistant Professor (2018-2024)

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2 Parental Leaves

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Associate Professor 2024

# 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 2016-2018 Lecturer appointment in Human Development and Family Studies (HDFS) because this work was credited as “Year 1” of the tenure track probationary period.*

# (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 <sup>++</sup>	7.5 <sup>++</sup>	37.5 <sup>++</sup>	11 <sup>++</sup>

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

# (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: . . .***

# 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.*

# 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

# Imagine Your Trajectory: Thinking Ahead

- Document feedback
- Attend to feedback and document it
- Pursue professional development opportunities
- Develop a research roadmap
- Increase visibility over time (department, college, university)

# 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's Written Statement: Submitted within 7 days & the candidate 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.

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# Discussion/Questions