

# *Demystifying the RPT Process: Focus on Non-Tenure Track (NTT) Faculty*

## **Welcome!**

Please check in via the chat:

- Take the poll,
- Share your name, rank/role, & unit,
- Share any questions you have - now or throughout the workshop.

# Presenters

**Nicole Conroy**, Associate Professor, *Department of Counseling, Human Development & Family Science, College of Education & Social Services*

**Lisa Dion**, Senior Lecturer, *Department of Computer Science, College of Engineering & Mathematical Sciences*

**Lisa Chase**, Extension Professor, Natural Resources Specialist, Director of the Vermont Tourism Research Center, *Extension & Rubenstein School of Environment and Natural Resources*

**Jean Pelski**, Clinical Professor, Neonatal Nurse Practitioner, *Department of Nursing, College of Nursing & Health Sciences*

**Daisy Benson**, Library Professor, Library Instruction Coordinator, *Howe Library*; UVM Professional Standards Committee Chair

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

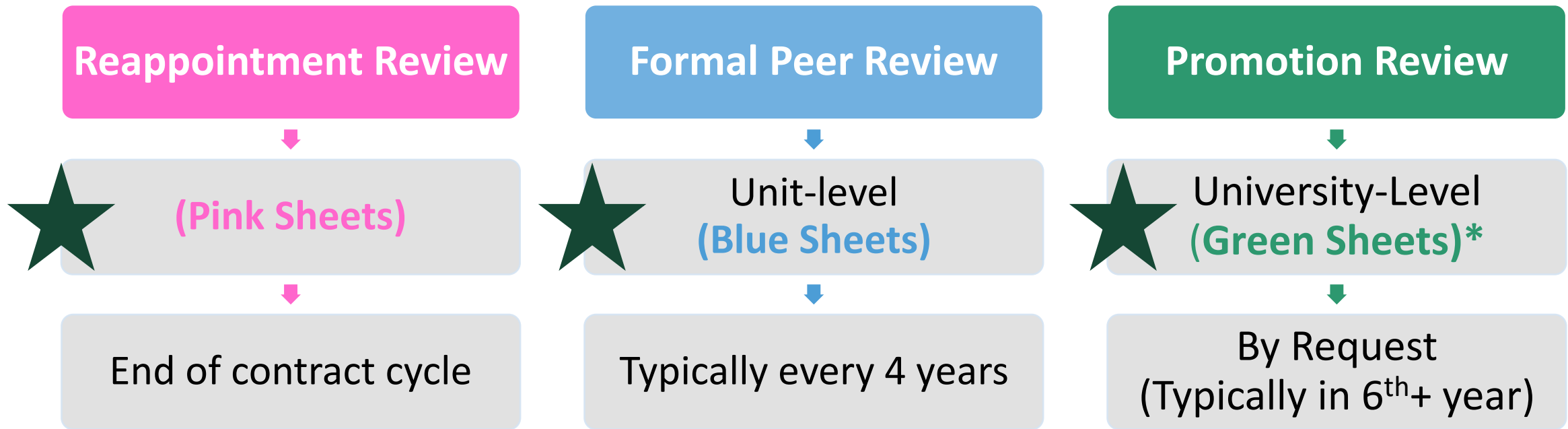
Date & Time	Session
Wed., April 1 <sup>st</sup> 12-1:15 PM	Preparation for Tenure and Promotion to Associate Professor
Wed., April 29 <sup>th</sup> 12-1:15 PM	Preparation for Promotion to Full Professor
Fri., May 1 <sup>st</sup> 12-1:15 PM	Focus on Discussing How to Recognize, Avoid, and Address Bias in the RPT Process

# UVM's Non-Tenure Track Landscape

- Variety of Roles & Ranks
  - Lecturer/Education Scholar Pathway, Clinical, Extension, Library, & Research Faculty
- Terms of appointment and expectations differ by:
  - Role & rank
  - Length of service
  - Unit

# NTT RP Actions (Reappointment & Promotion)

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



To prepare effectively, **know your timeline!**

*\*External review  
sometimes required*

# NTT Promotion: External Reviews

## No External Reviews

*Promotions for:*

- 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

# Use Your Resources, Know What's Expected

- Department Chair
- Collective Bargaining Agreement (CBA, Article 14)
- OVPFA Webpage & University resources
- Unit-level annual review, RPT, & course equivalency guidelines
- Trusted senior colleague/mentor

# **Lisa Dion, M.S. (she/her)** *Senior Lecturer*

Department of Computer Science  
College of Engineering & Mathematical Sciences

# Reappointment & Promotion for Lecturers

- Department of Computer Science
  - Lecturer 2016-2021, Senior Lecturer 2021-Present
- My RPT documents borrow heavily from my Annual Reports – so I take care to make the Annual Reports show everything
  - I keep a running list during the calendar year of events that I've taken part in
    - I will add this panel event to the list later today!
  - I copy from the list into my annual evals each year
  - I list "invisible" tasks in my annual evals as well, things like:
    - Number of letters of recommendation I wrote
    - Independent studies I advised
    - Outreach events I took part in

# Lisa Chase, PhD

## *Extension Professor*

*Natural Resources Specialist*

*Director of the Vermont Tourism Research Center*

Extension

Rubenstein School of Environment and Natural Resources

# Tips for Success in Extension

- Be clear about FTE allocation and explaining roles and responsibilities
  - Most people do not know what extension faculty do, including how teaching and service look different from other tracks
- Document evidence – start early and be consistent
  - Waiting too long makes it difficult down the road
- Keep a running dossier document to prepare for R/P processes
- Look at successful extension dossiers
- Reach out to successful colleagues – senior and new faculty – for support
- Show positive trajectory over time

# Tips for Success in Extension

- Evaluation of work requires faculty to measure the impact, e.g., reach of programming, impact of programming, etc.
- Apply for honors and awards
  - Helps demonstrate your accomplishments and value to people outside your field and UVM.
- Get regular feedback from senior faculty and mentors.

# Inside the Clinical Faculty Playbook Building a Strong Case for Reappointment and Promotion

**Jean Pelski, PhD, APRN, NNP-BC**  
*Clinical Professor*

*Neonatal Nurse Practitioner*

Department of Nursing

College of Nursing & Health Sciences

# What Success Looks Like for Clinical Faculty

Excellence in teaching and mentoring

Meaningful engagement with clinical practice or community partners

Evidence of scholarship

Service contributions to a program, college, university, and profession

Demonstrated leadership and growth over time

# Your Dossier Should Tell a Story

Think of your materials as a narrative

Connect teaching, scholarship, practice, and service

Show progression in responsibility and leadership

Highlight program or practice impact

Document the work that matters

# Document the Work That Matters

Teaching innovation and mentorship

Document clinical partnerships and initiatives

Record Quality improvement projects and program improvements

Capture presentations, publications, and dissemination

Maintain organized records of accomplishments  
(presentations and publications)

# Intentional Scholarly Dissemination in Practice

Clinical faculty scholarship often grows directly from teaching, practice, and education.

Publishing QI/practice improvement projects (including student projects)

Presenting curriculum innovations and academic–practice partnerships (e.g., NONPF podium presentations)

Leadership roles and national engagement (e.g., NONPF fellowship, taskforce, committees)

Academic–practice partnerships supporting DNP scholarly projects

Student national presentations (e.g., Natalie Ray; Jillian Leikauskas)

Curriculum innovation (Brazelton Touchpoints; Frymoyer grant)

Share work through publications and repositories (e.g., ScholarWorks)

# Strategies That Strengthen Your Case

Align activities with expectations for your faculty track

Seek mentorship from senior faculty

Track accomplishments annually

Use feedback to refine your trajectory

# Pelski Pearls

You do important work - document it

Don't wait too long to organize materials

Connect activities to advancement expectations

# The Clinical Faculty Playbook

Do meaningful work – teaching/curriculum innovation, practice improvement, mentorship

Document your impact – keep a record of projects, leadership, and outcomes

Disseminate your work – presentations, publications, and scholarly sharing

Build a trajectory over time – promotion reflects sustained impact and leadership

# Final Thoughts

Be intentional about the work you choose

Document impact every year

Tell a clear story of growth

Seek mentorship and feedback

# Daisy Benson, M.L.S., M.A.

## *Library Professor*

*Library Instruction Coordinator*

Howe Library

*UVM Professional Standards Committee Chair*

# Library Faculty

What does success look like?

Continued growth in areas of Librarianship, Scholarly & Creative Activity, and Service over time.

User-centered approach to work

Use of evidence in decision making

Knowledge sharing\*

\* Promotion to Library Associate Professor requires three peer-reviewed contributions.

# Library Faculty

## Planning for success

- Use your workload to help define goals and set priorities.
- Set realistic expectations for time in the three areas.
- Ask to see examples of colleagues' workloads – current & past.

# Library Faculty

## Communicating your success

- Use annual reviews to document your work and provide draft materials for when you do reappointment & promotion paperwork.
- Strong and clear narrative – write for a lay audience and explain (and document) why all work is important and its impact at UVM and beyond.
- Solicit letters of support from collaborative partners and those impacted by your work.
- Be proud of your work – this is not the time for modesty!

# Tips from PSC

## General Advice

- Be concise.
- Write for a lay audience (avoid acronyms).
- Solicit letters of support from collaborative partners and those impacted by your work.
- Explain your role on collaborative projects & research/scholarship.
- Include evidence of effectiveness of your work such as teaching evaluations, letters of support, citations and impact factors, awards.

# Tips from PSC

## When things go awry

- Should you need to provide a rebuttal to your dossier do so clearly, succinctly, and lay your evidence out in relation to established workload and unit standards.

# Questions?

Let's Discuss!