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# Reappointment, Promotion, and Tenure (RPT)

Tenure-track faculty

# Overview

- The RPT process:
  - Reappointment schedule
  - Components of the review
  - Institutional structures
- Preparing for RPT 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 RPT process
  - University-wide resources
  - Unit/Departmental level resources



# Getting started: A few things to know...

- 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



# 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

At UVM these are commonly called “green sheet reviews”

The timeline can be extended up to 3 years (for approved medical leaves, etc.)



# Components of the RPT Dossier

All TT reappointment dossiers have the same basic structure, and include:

- CV
- RPT form, including narrative responses by Chair and by candidate
- Voting/Evaluation by specified individuals/committees (as per review level)
- Supplementary documentation



# Institutional Structures involved in RPT Actions

Provost (Chief Academic Officer of University)

Professional Standards Committee (advisory to Provost)



Dean (Chief Academic Officer of College/School)

Faculty Standards Committee (advisory to Dean)



Chair (Head of Academic Department)

Department Faculty (all participate, those at required rank vote)



# Institutional Structures involved in RPT Actions

- **1<sup>st</sup> reappointment:** Unit-level review only:
  - Department/Chair
  - Faculty Standards Committee (FSC) /Dean
- **2<sup>nd</sup> reappointment and Tenure:** Unit-level and university-level review:
  - Department/Chair
  - FSC/Dean
  - Professional Standards Committee (PSC)/Provost





# The RPT Process: How To Prepare Yourself

- (1) Familiarize yourself with the resources available to you
- (2) Keep good records
- (3) Follow guidelines/deadlines when preparing/submitted materials
  - <http://www.uvm.edu/~facrsrsc/>



# RPT Resources

- UVM Faculty Resources page: <http://www.uvm.edu/~facrsrccs/>
  - UVM's labor contracts
    - If you're in the faculty union: See Article 14 of CBA
    - LCOM faculty: See Section 5 of LCOM Faculty Handbook
  - Green Sheet forms and instructions
  - CV Guidelines
- Dept/Unit Resources
  - RPT Guidelines document
  - Colleague dossiers
  - Advice from Mentor, Chair, Colleagues, etc.



# Keeping Good Records

- Reviews focus on the faculty member's areas of workload responsibility:

Teaching  
Research  
Advising  
Service

- Keep track of your performance in these areas, to provide a clear and well-documented account of your work



# Teaching

- Collect syllabi and other relevant course documents in an electronic file
- 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
- Document any awards/recognition



# Advising

- CBA requires evaluation of academic advising:
  - Undergraduate advisees
  - Masters / Doctoral students
- Document advising by keeping email records, “advising notes” (MyUVM), other relevant materials



# Research and Scholarship

- Basic standard:
  - Peer reviewed publication 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 tenure review (process for choosing is in the CBA)



# Service

- Keep track of your service contributions (department/program, college, university, community and/or professional organizations)
- Consult Dept. RPT guidelines, speak with Chair and colleagues about expectations
- Guard against service load that diminishes time for or compromises your effectiveness in teaching or research



# Information from prior reviews

- Keep a record of and take into account evaluative comments from prior review in order to address any issues raised

[Text of prior evaluation appears in subsequent RPT dossier]





# Follow Guidelines

- For all reviews you will need to provide an updated CV.
  - Follow CV guidelines on Faculty Resources Page:  
<http://www.uvm.edu/~facsrcs/>
- You will also prepare a narrative self-assessment:
  - Follow guidelines on form (length, content)
  - Consider consulting colleague dossiers, feedback from others



# Your voice in the RPT process

Your narrative self-assessment gives you the chance to tell the story of who you are as a UVM faculty member:

- what matters to you as a teacher/scholar
- how you teach (your goals, how you attain them)
- the guiding questions that inform your research/creative production



# Following Tenure

- Promotion to Associate Professor with tenure, effective in year 7
- In the event of a negative decision, terminal year provided with opportunity to appeal (described in CBA)
- Eligibility for sabbatical leave (also effective in year 7, sabbatical proposal/application processed in year 6)
- Promotion from Associate Professor to Full Professor:
  - Green sheet process similar to tenure green sheets
  - Candidate-initiated process (no set timeline)





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