



The
UNIVERSITY
of **VERMONT**

Reappointment, Promotion, and Tenure (RPT)

Tenure-Track Faculty

Presenter:

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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 RP process**
 - **University-wide resources**
 - **Unit/Departmental level resources**
 - **<https://www.uvm.edu/provost/facultyaffairs>**
 - **Comprehensive Faculty Mentoring Program**



Getting started: A few things to know...

- Each Academic unit has RPT Guidelines, Annual Performance Review Guidelines, & Workload Equivalency Guidelines. **What does this mean?**
- 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



RPT Schedule

For most TT positions the reappointment schedule is:

- 1st reappointment = Spring of 2nd year
- 2nd reappointment = Initiated Fall of 4th year
- Tenure review = Initiated Fall of 6th 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 the candidate
- Voting/Evaluation by specified individuals/committees (as per review level)
- 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



Institutional Structures involved in RP(T) Actions

Professional Standards Committee (Advisory to Provost)- **STEP III**

**Provost (Chief
Academic
Officer of
University)**

**Faculty Standards Committee (Advisory to Dean)-
STEP II**

**Dean (Chief
Academic
Officer of
College/School)**

**Department Faculty (all participate,
those at required rank vote)-**STEP I****

Chair (Head of Academic Department)



Institutional Structures Involved in RPT Actions

1st Reappointment: Unit-level review only:

Department
/Chair

Faculty
Standards
Committee
(FSC)
/Dean

2nd Reappointment and Tenure/Promotion:
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/submitting materials
 - <https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>
- (4) Attend the Demystifying RPT Series



Keep Good Records

1. Reviews focus on the faculty member's workload responsibilities, which **may span 1 or several areas such as:**

2. Keep track of your **performance in assigned areas**, to provide a clear and documented account of your work

Teaching

Research

Service

Advising



Teaching

Save syllabi and other relevant course documents in an electronic file

Teaching philosophy and/ principles

Document & illustrate inclusive teaching practices

Document & illustrate the evolution of your teaching

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

Request documentation of peer reviews

Document any awards/recognition

Ask committee chairs to provide you with letters documenting your service



Advising

**CBA requires that
advising be
evaluated:**

Undergraduate advisees

*Masters / Doctoral
students*

**Document advising by
saving:**

email records

advising notes

*advising evaluations
(formal & informal) and
other relevant materials*



Research and Scholarship

BASIC STANDARD:

- *Peer reviewed publications 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 contribution:

(department/program, college, university)

Community and/or professional organizations)

Know expectations:

Consult Dept. RP(T) 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 reviews in order to address any issues raised
 - (Give examples here-stress importance)

[Text of prior evaluation appears in subsequent RPTdossier]



Follow Guidelines

- For all reviews **you will need to provide an updated CV.**
 - Follow CV guidelines on Faculty Resources Page:
<https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>
- **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

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

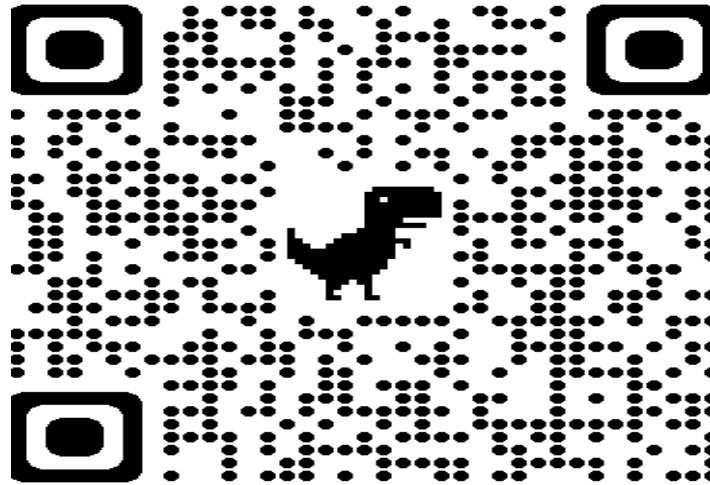




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RPT Resources

- UVM Faculty Resources page:
 - 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
 - <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>
 - Green Sheet forms and instructions
 - CV Guidelines
 - <https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>
- Dept/Unit Resources
 - RPT Guidelines document
 - Colleague dossiers
 - Advice from Mentor, Chair, Colleagues, etc.

