

Demystifying RPT Experience at UVM: Second Reappointment Review

Presenters:

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We want you to be successful at UVM!

- **Map out your Reappointment & Promotion/Tenure Timeline with your Chair**
- Each Academic unit has **RPT Guidelines, Annual Performance Review Guidelines, and Course Equivalency Guidelines.** *Obtain a current copy & familiarize yourself with it.*
- Many resources (people+documents) available to explain/assist in the RP process
 1. CBA, Article 14
 - ❖ *RP Process, procedures for voting, rebuttals, etc.*
 2. Unit/Departmental level resources
 3. University-wide resources: <https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>
 - ❖ *Only use forms you download from this page**

Reappointment Actions

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

- **Reappointment Review** = Occurring at the conclusion of the contract cycle
- **Formal Peer Review** = Unit-level reappointment review, typically every 4 years **(Blue Sheets)**
- **Promotion Review** = University-level review, by request (typically 6th year or later) **(Green Sheets)**
 - *Know your timeline to prepare effectively for the review*

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

**Requires External Review for all faculty*

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

Institutional Structures Involved in RPT Actions

1st 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

2nd Reappointment and Tenure/Promotion: 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)

RPT Submissions – PSC’s Role & Review

- The PSC is a University standing committee comprised of 11 representatives (one from each unit; two from CAS & LCOM)
- The PSC reviews RPT dossiers during the spring semester
- Description of PSC-level review process
 - *Documents (Dept., FSC, Dean)*
- **The PSC is advisory to the Provost**

Building Your Voice in the RPT Process

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

1. What value and impact do you bring as an educator/scholar at UVM? What are your priorities and focus areas as an educator/scholar/mentor?
2. Describe your teaching approach, including your objectives and how you achieve them. Additionally, explain your methods for advising and mentoring students. What forms of service do you participate in?
3. Discuss the type of scholarship you are involved in, including your research activities, outcomes, documentation, and sources of funding. What guiding questions shape your research and creative endeavors?
4. In terms of publications, elucidate the significance of certain practices and conventions within your field. For example, discuss the sequence of authorship, roles in funded projects, responsibilities in clinical instruction, and the significance of scholarly funding sources.
5. Provide a clear overview of your role and responsibilities across various activities such as manuscript preparation, funding applications, scholarly projects, co-teaching, and advising."

The Importance of Previous Stages of Review-1/2

- 1. Be strategic:** *How to thoughtfully organize and make decisions about your teaching, service and scholarship effort over the review period*
- 2. Expand your Network:** *How can you make your work increasingly visible internally (UVM) and externally (national)*
- 3. Elicit Feedback:** *Students, Colleagues, Mentors*
- 4. Craft your Narrative with Intention:** *Be explicit about what's changed since your last review and communicate clearly how you've responded to feedback (See next slide on response to feedback)*

Response to 1st Reappointment Review-2/2

Do not ignore any **formal feedback** from the first round of review

Respond to feedback & recommendations from 1st Round of review; **Chair Review; FSC Review and Dean's Review**

****There are Higher Expectations regarding the organization of your Dossier*

Teaching/ Course Evaluations, including self and peer evaluations; improvement in teaching record; Inclusive excellence criteria where appropriate

Service- Provide indications of service at Department/ College and University Level; Inclusive excellence criteria where appropriate

Research/Scholarship- Provide indications of responsiveness to feedback on your scholarship including clarity of Manuscripts in progress/ new submissions/ publications since first round of review

Student advising/ Mentorship; Inclusive excellence criteria where appropriate & evidence of growth, development and responsiveness to earlier feedback

Second Reappointment-Organization

Organization of Dossier:

1. Order of materials, bookmarking of dossier (e.g., all supporting materials after basic dossier entries)
2. Do not include scanned documents.
3. Once assembled, dossier should be combined into one pdf with bookmarks, rather than separate pdf files.
4. Adhere to word limits – make strongest case in a concise manner. **Focus on showing that you are making appropriate progress toward promotion and tenure.**
5. Limit excessive discipline-specific language and acronyms.

Workload distribution:

- Assure that the workload distribution is consistent throughout the dossier
- Include information on 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 course, and in others, it equals four courses).

Second Reappointment-Progress

Focus on showing that you are making appropriate progress toward promotion and tenure.

Scholarship/Research/Creative Activities

- Introduce your research area(s)
 - How have you built your research program thus far, your focus, funding (if applicable)
 - How do you view your research moving forward
 - It is helpful to know the approximate nature and percentage of the applicant's contribution to co-authored scholarship
- Contributions
 - Clearly label and organize peer-reviewed publications (e.g., accepted in press, published, under review)
 - List any non-peer-reviewed publications separately
 - Conference presentations
 - Grants/contracts (if applicable): indicate your role (e.g., PI, co-PI), funding agency, amount, and status (e.g., under review, awarded)
 - Indicate the nature and percentage of your contribution to co-authored scholarship

Second Reappointment: Supporting Materials: Evidence of Your Success

Tips on Presentation (see next slide):

Course Evaluation, Advising, and Service Tables

CV

Updated, clear and consistent with narrative especially manuscripts/publication status

Supplemental Evidence of Impact

Altmetric, Google Scholar, Letters of support (CTL/CELO/WID staff, community partners), Student testimonials, Professional development, Annual Performance reviews etc.

Example from Nicole Conroy (CESS)

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 |
| <i>Parental Leave Extension</i> | <i>2018-2019</i> | 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 ⁺⁺ | 7.5 ⁺⁺ | 37.5 ⁺⁺ | 11 ⁺⁺ |

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

Second Reappointment-Workload

Teaching & Advising:

- Teaching philosophy/approach
- Teaching load – percentage of workload, number and variety of courses
- Evals, peer assessments, teaching honors, awards
- Identify areas of improvement and specific efforts made to improve (e.g., CTL seminars) – highlight these efforts

Service

- University, college/unit, department, professional discipline-related
- Identify the impact of your service

Second Reappointment: Building a Narrative Beyond your Program

- **Make yourself known (department, college, university):**
 - Meet regularly with your Chair
 - Attend program/ department/college meetings
 - Attend University events
 - Contribute to the University & build relationships
- **Again, contextualize:**
 - Build your own narrative
 - Pay attention to successful dossiers in your unit/ be inspired
 - Make Presentations/Talk about your work & help others understand your work
 - Help others to be invested in you and your success

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 faculty records or inaccurate interpretations, including to external reviewers

Ask for feedback if you choose to write a rebuttal either from a trusted colleague or from UA's Contract Administrative Committee (contract@unitedacademics.org).

You cannot file a grievance until the Provost has issued a decision.

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