



MEMORANDUM

TO: Academic Deans

FROM: Jane E. Okech, PhD
Vice Provost for Faculty Affairs

RE: Guidelines for Electronic Submission of Reappointment, Promotion and Tenure Dossiers to Provost's Office

Please use the revised RPT (Green Sheet) form and instructions posted on the Provost's website for all Reappointment, Promotion and Tenure actions: <https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>.

The dossier should be submitted as **a single, bookmarked PDF** file converted from the completed Word document labeled with the candidate's name (Lastname_Firstname.pdf). The PDF must contain the bookmarks listed in the *RPT (Green Sheet) Instructions* file. When the PDF is submitted, please also submit original hard copies of the signature pages with proper signatures to Jennifer Diaz (Jennifer.Diaz@uvm.edu) in the Provost's Office.

A notice must be sent to each candidate by the Dean with a copy of the College or School Faculty Standards Committee (FSC) and Dean written assessments. The faculty member has ten days after receipt of the notice to submit a rebuttal, or 15 days after receipt to withdraw his/her request for RPT action. Rebuttals should be submitted as a separate PDF file labeled: *Lastname_Firstname_RebuttalDate.pdf*. Rebuttals should indicate date of receipt by the Dean.

Additional Material: a change in status update or achievement relevant to documents already submitted or referred to in the dossier, such as an article in press or grant being funded, must be submitted to the Dean *prior to March 15*. The Dean will forward the addition to Jennifer Diaz in the Provost's Office as a separate PDF file labeled: *Lastname_Firstname_AdditionDate.pdf*. These additions should indicate the Dean's date of receipt and will be added as attachments. The main dossier once submitted is considered "closed" and may not be changed.

PLEASE NOTE:

- When a faculty member who is scheduled for a mandatory review elects not to be reviewed, please forward a copy of the documentation you received noting the faculty member's decision.
- A memo must be sent to the Provost's Office if any faculty member elects to withdraw his/her dossier from consideration with the date of withdrawal included.

KEY DATES: <https://www.uvm.edu/provost/calendar-key-dates> (if dates fall on weekends or holidays, due dates move to the following business day)

- **By October 30:** Deans forward Jennifer Diaz in the Provost's Office the names of faculty being considered for second reappointment, promotion and/or tenure the following academic year
- **By November 30:** Department Chairs submit completed RPT dossiers to the Dean. Exact schedules shall be determined by each college/school to allow time for review by college/school standards committee
- **By January 15:** Deans forward RPT (Green Sheet) dossiers and their recommendations to the Provost's Office as a **single, bookmarked PDF**
- **By March 15:** Review of RPT dossiers by the PSC are completed (*deadline for additional material to be sent to the Dean as described above and forwarded by the Dean to the Provost's Office*)
- **Off-cycle Reviews** and timelines must be discussed with the Vice Provost for Faculty Affairs and approved by the Provost

Vice Provost for Faculty Affairs

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