



The
UNIVERSITY
of **VERMONT**

Reappointment and Promotion

Non-tenure track faculty



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Overview

- The RP process:
 - Types of Action
 - Institutional structures
- Review Process
- 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>



RP Actions

(Reappointment and Promotion)

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

- **Reappointment Review** = Occurring at conclusion of contract cycle
- **Formal Peer Review** = Unit-level reappointment review, typically every 4 years
- **Promotion Review** = University-level review, by request (typically 6th year or later)



Institutional Structures involved in RP 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)



The Review Process

- **Reappointment Review** – Commonly called ‘pink sheets’, standard contract renewal.
 - Typically carried out in Spring semester.
- **Formal Peer Review**- Commonly called ‘blue sheets’, includes unit-level evaluation, usually every 4 years
 - Typically initiated in Fall semester.
 - Unit-level evaluation by: Dept/FSC/Dean.



The Review Process

- **Promotion Review**- Commonly called 'green sheets'
 - Initiated in Fall Semester
 - Includes both unit- and university-level evaluation:
 - Dept/FSC/Dean
 - PSC/Provost
- Eligibility:
 - Library/Extension/Research/Clinical: No set year
 - Lecturers: Eligible for promotion to Senior Lecturer after 6 years within most recent 8 years



The RP Process: How To Prepare Yourself

- RP documentation is handled digitally, using PDF/Word forms (accessible online)
- In some units, a faculty reporting system (e.g., Digital Measures) is available + can assist with preparing files

<https://www.uvm.edu/provost/facultyaffairs>



The RP Process: How To Prepare Yourself

- (1) Familiarize yourself with the resources available to you
- (2) Keep good records
- (3) Review key dates
- (4) Follow guidelines when preparing/submitting materials
- (5) If in doubt, ask!



Resources

- UVM Faculty Resources page:
 - University Faculty Agreements
 - Union faculty: 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>
 - Pink/Blue/Green Sheet forms and instructions
 - CV Guidelines
<https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>
- Dept/Unit RP Guidelines document
- Colleague dossiers
- Advice from Mentor(s), Chair, Colleagues



Keep Good Records

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

Teaching

Research

Service

Advising

Clinical

Outreach

- Keep track of your performance in assigned areas, to provide a clear and 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 professional development
- Document awards/recognition



Advising

- CBA requires that advising be evaluated:
 - Undergraduate advisees
 - Masters / Doctoral students
- Document advising by keeping email records, advising notes, other relevant materials
- Best Practice Recommendation – Navigate Advising Summary Reports



Research and Scholarship

- BASIC STANDARD:
 - Peer reviewed publication with evidence of impact (e.g., acceptance rates, h-index, Google Scholar citations)
 - Other scholarly activities, as appropriate for the discipline
 - Evidence of a coherent, sustainable inquiry
 - For some fields: extramural funding
- Keep your c.v. up-to-date, accurate, complete
- External reviewers: Required for some promotion reviews (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. 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



Follow Guidelines

- For all reviews (Pink/Blue/Green) you will need to provide an updated CV.
 - Follow CV guidelines on Faculty Resources Page:
<https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>
- For Blue and Green level reviews, you will prepare a narrative self-assessment:
 - Follow guidelines on form (length, content)
 - Consider consulting colleague dossiers, feedback from others



Other Materials in the Review

- Support documentation
- Dept/Unit/University-level evaluations
- External review letters, if applicable



Remember that...

- RP actions give you the chance to tell the story of who you are as a UVM faculty member: what matters to you, how you teach, what are the guiding research/scholarly questions that animate you, how are your contributions advancing knowledge
- There are many resources (human + document) to assist you in the process





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