



Preparation for Reappointment, Promotion and Tenure Review

- Detailed forms and procedures for the RPT (Green Sheet) and Formal Peer Review (Blue Sheet) process can be accessed through the Faculty Affairs webpage:
<https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>
- Represented faculty must familiarize themselves with RPT (Green Sheet) and Formal Peer Review (Blue Sheet) criteria and information in the relevant Collective Bargaining Agreement:
<https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-facultyhandbooks>
 - Full-time Faculty - Article 14
 - Part-Time Faculty - Article 15
 - Non-represented faculty should consult the Non-Unionized Faculty Handbook (*under development*)
 - Larner College of Medicine faculty should consult the LCOM Faculty Handbook
- Candidates must familiarize themselves with the appropriate approved Departmental and/or Unit guidelines regarding preparation of the RPT (Green Sheet) and Formal Peer Review (Blue Sheet) dossiers. These may be obtained from the Unit. The candidate is urged strongly to link the summary of accomplishment explicitly to the RPT (Green Sheet) and Formal Peer Review (Blue Sheet) Guidelines of the Department/Unit where the primary appointment is held.
- The organization of a personal CV is dependent on the discipline and purposes, resulting in a wide variety of formats that can make key elements hard to find. Candidates should follow the guidelines on the Provost's website for preparation of the CV for RPT (Green Sheet) and Formal Peer Review (Blue Sheet) actions https://www.uvm.edu/sites/default/files/General-Education-at-UVM/CV_guidelines.pdf. Faculty are urged to update this RPT (Green Sheet) CV on a regular basis (for example, each semester). This will significantly ease the final assembly of the candidate's RPT (Green Sheet) or Formal Peer Review (Blue Sheet) dossier at the time of the next reappointment action. Otherwise, at present, Units have the prerogative to establish their own CV formats.

The Faculty Mentoring Program has a variety of helpful tips for preparing for RPT (Green Sheet) review. Please see: <https://www.uvm.edu/provost/faculty-mentoring-program>. Information regarding Reappointment, Promotion and Tenure workshops can be obtained from the Provost's Office.

Overview of the RPT (Green Sheet) Process

Preparation of the "RPT" (Green Sheet) template, involving a University-level review, are required for the following ranks: Second Reappointment of Tenure-track Assistant Professors, First Reappointment of Tenure-track Associate Professors, Tenure decisions and promotions to Associate Professor, Full Professor, Senior Lecturer, and Research Assistant Professor (outside the Larner College of Medicine).

The "Formal Peer Review" (Blue Sheet) template omits sections for University level review and External Evaluator review but is otherwise identical to the RPT (Green Sheet) template. Preparation of Formal Peer Review (Blue Sheet) are required for the following ranks: first reappointment of tenure-track Assistant Professors, reappointments of full-time NTT faculty, and promotion to Assistant Professor in the Larner College of Medicine. For those reviews that end at the Unit level, the Dean/Director sends notice of the final decision to the candidate, including comments and vote from departmental faculty, the faculty Standards Committee and the Dean's own evaluation.

Promotions to Lecturer II or III or Clinical Educator II or III utilize neither the RPT (Green Sheet) nor the Formal Peer Review (Blue Sheet). A specific form for this purpose is available on the Faculty Affairs webpage. Such reviews culminate at the Unit level and involve department chair input, comments and vote from the Faculty Standards Committee and the Dean's own evaluation and final decision.

RPT (Green Sheet) and Formal Peer Review (Blue Sheet) Preparation

Communication about the review process is an iterative process between the Chair and the Dean's Office and between the Chair and the Candidate and typically includes the steps noted below in order of occurrence.

In Units without Chairs, the Dean may designate another Administrator with faculty status to fulfill the Chair responsibilities outlined below. In such instances, the Dean will inform the Provost's Office of such designation and provide the customary second level of review within the Unit. Appointment of a designee is not required, however, and in those cases where no designee is appointed, the Dean will serve as the only level of administrative review within the Unit. A Dean may serve a dual role in Units with Chairs only after consultation with the Provost's Office.

1. Dean's Office:

- Requests identification from the Department or notifies Department of faculty for whom reappointment or tenure review is required, as per Unit practice
- Sends RPT (Green Sheet) or Formal Peer Review (Blue Sheet) to faculty member in Word format
- Sends Instructions to Department, including the name of the Dean's Office contact person knowledgeable with regard to RPT (Green Sheet) or Formal Peer Review (Blue Sheet) process

2. Faculty Member:

- Responds to request from Chair to commence RPT (Green Sheet) or Formal Peer Review (Blue Sheet) review. Alternatively, initiates RPT (Green Sheet) or Formal Peer Review (Blue Sheet) review by request to the Chair at times when review is not mandatory (e.g., request for early tenure review, request for promotion).
- Receives RPT (Green Sheet) or Formal Peer Review (Blue Sheet) template and discusses with Chair
- Discusses with Chair potential individuals to be asked to write external letters of evaluation (e.g., arm's-length evaluation) when required
- Assembles CV (should be an ongoing process)
- Completes Summary of Accomplishments
- Completes sections for which faculty candidate is responsible
- Provides Chair with all supporting documentation
- Sends RPT (Green Sheet) or Formal Peer Review (Blue Sheet) document in Word format to Chair

3. Chair:

- Reviews candidate's materials submitted to the Department
- Requests review and evaluation from Units in which any secondary appointment is held
- Completes sections for which the Chair is responsible
- Arranges for Departmental vote in accord with approved Department/Unit RPT (Green Sheet) guidelines and in accordance with Bargaining Unit Agreement or relevant Faculty Handbook
- Discusses with candidate and arranges for external letters of evaluation (e.g., arm's-length) when required. Chair is responsible for redaction of letters and inclusion in RPT (Green) Sheets
- Ascertains that the dossier is complete, including the RPT (Green) Sheets themselves, the CV and other supporting documents

4. Department:

- Reviews entire dossier excepting Chair's evaluation
- Eligible faculty vote as per approved Department/Unit RPT (Green Sheet) guidelines and, if applicable, in accordance with Bargaining Unit Agreement or relevant faculty Handbook with/without written comment from Department faculty (Chair does not vote)

5. Chair:

- Completes Department Review section
- Completes Chair evaluation which must address explicitly the action in question and whether the faculty member meets the criteria for such action
- Provides faculty member the opportunity to review and comment on the completed RPT (Green Sheet) or Formal Peer Review (Blue Sheet)
- Signs the completed RPT (Green Sheet) or Formal Peer Review (Blue Sheet)

6. Faculty member:

- Discusses RPT (Green Sheet) or Formal Peer Review (Blue Sheet) with Chair, signs
- Submits rebuttal within seven (7) days, as necessary

7. Chair:

- Submits completed RPT (Green Sheets) or Formal Peer Review (Blue Sheets) and supporting documentation in appropriate format to the Dean's Office

8. Dean's Office:

- Submits dossiers to Unit's Faculty Standards Committee (FSC) for review
- FSC provides their summary evaluation and vote
- Dean writes and provides the candidate his/her summary evaluation and recommendation, together with a copy of the Faculty Standards Committee vote and any written comment; the Dean's evaluation must address explicitly the action in question and whether the faculty member meets the criteria for such action
- Dean and FSC Chair sign appropriate pages
- Those actions involving a Formal Peer Review (Blue Sheet review) are complete at this stage; the Dean's final decision regarding the RPT (Green Sheet) action is communicated in writing to the candidate. The Dean's Office returns all physical supporting materials submitted with the Formal Peer Review (Blue Sheet) dossier to the faculty member upon completion of the review process; A list of all physical material prepared by the faculty member and submitted with the Formal Peer Review (Blue Sheet) dossier must be retained in the academic record file for the length of time required by the University; should such materials be necessary for grievance purposes, the faculty member will be responsible for providing
- Dean provides opportunity for faculty rebuttal of RPT (Green Sheet) recommendation
- Creates pdf of final dossier with bookmarks, according to Provost's Office guidelines
- For actions requiring University-level review, submits dossier to Provost's Office

9. Faculty Member:

- Submits rebuttal within ten (10) days, if needed, to the Dean for inclusion in the RPT (Green Sheet) record
- Has fifteen (15) days after receipt of Dean's evaluation and recommendation to withdraw his/her application for the RPT (Green Sheet) action under review

10. Provost's Office

- Submits RPT (Green Sheet) dossier to Faculty Senate Professional Standards Committee (PSC) for review
- PSC provides summary and recommendation
- Provost reviews and provides summary and final decision to Dean's Office

11. Dean's Office

- Dean sends notice to the faculty member of Provost's evaluation and decision, together with comments from Professional Standards Committee review
- Returns all physical supporting materials submitted with the dossier to the faculty member upon completion of the review process; a list of all physical materials prepared by the faculty member and submitted with the dossier must be retained in the academic record file for the length of time required by the University; should such material be necessary for grievance purposes, the faculty member will be responsible for providing

General Instructions for Completing and Processing RPT (Green Sheet), Formal Peer Review (Blue Sheet) and Compiling Dossiers

The following instructions are illustrative and should be used as a guide with regard to RPT (Green Sheet) and Formal Peer Review (Blue Sheet) processing. Individual Units are at liberty to follow their own internal practices and guidelines with regard to the process itself. However, the requirements for submission of the dossier to the Office of the Provost must be followed strictly. The Provost's Office website should be consulted before the RPT (Green Sheet) and Formal Peer Review (Blue Sheet) process is begun to confirm current deadlines as well as practice with regard to electronic formatting and required bookmarking.

1. The Dean's office or the Department, according to Unit policy, will provide the data for completion of the Section entitled "PROPOSED ACTION"

2. Candidates and Chairs must describe expectations and accomplishments within the context of the specific evaluative measures and common practices of their particular discipline
3. In the narrative section, though the entire record is of importance, focus on accomplishments made since appointment or last review (e.g., reappointment)
4. Text boxes are to be filled in using the word limits as guidelines; the goal is a concise presentation of the record (i.e., it is not expected or necessary that responses reach the maximum word limit)
5. When supporting documentation is requested or provided and cannot otherwise be included in the RPT (Green Sheet) or Formal Peer Review (Blue Sheet) (e.g., summaries of course evaluations), this information may be provided in a variety of formats (a supplementary materials pdf file that is part of the dossier; hard copy or CD provided to and made available in the Dean's office or Department; or a link to a pdf on a secure and stable website for which access and authority to modify are strictly controlled and which must remain active for as long as the University requires such records be kept). Please identify the information and note the location and format

NOTE: Whenever possible, all documents should be provided in pdf format or URLs. Records must also be kept as hard copy (indicating where this hard copy is available) per University requirements. Supporting materials in the Repository holding the supporting documents for this RPT (Green Sheet) review are NOT sent forward to the Provost unless requested by the PSC and/or Provost. All physical supporting materials submitted by a faculty member with the dossier may be returned to the faculty member by the Dean's Office upon completion of the review process. A list of all physical material prepared by the faculty member and submitted with the dossier must be retained in the academic record file, for the length of time required by the University. Should such material be needed for grievance purposes, the faculty member will be responsible for providing such material.

6. Teaching narratives and supporting materials are much more effective if they are brief; when a table or chart is requested, please present the information in the indicated format; examples and templates can be obtained through the instructions provided by the Department/Unit; the raw data must be retained in case it is requested as part of the review process, but it should not be submitted with the RPT (Green Sheet)
7. In cases where no entries are appropriate or required, the entry should read N/A (for example, lecturers are not required to demonstrate scholarly accomplishments, and research faculty are not required to teach)
8. The purpose of Department review is to provide input to the Chair; accordingly, the Chair is not permitted to vote
9. Chairs should follow the instructions provided by their Unit regarding submission of the RPT (Green Sheet) (in Word or pdf format as required by the Unit) and supporting documentation to the Dean's Office
10. Bookmarking of the RPT (Green Sheet) forms will take place in the Dean's Office (unless specific Dean's Offices instruct otherwise) prior to submission to the Provost's Office; required bookmarks are listed below:

The PDF file must contain the following bookmarks:

1. Page 1 of the form identifying the faculty member and proposed action
2. Chair's Expectations of the candidate
3. Candidate's summary of responsibilities and accomplishments
4. Secondary Appointments
5. Arm's length evaluation process
6. Department Review
7. Chair's Evaluation
8. Unit's Faculty Standards Committee (FSC) review
9. Dean's Statement
10. CV
11. External evaluators' arm's length review
12. Departmental and/or Unit RPT (Green Sheet) Faculty Evaluation Guidelines

NOTE: Scholarly publications are read and evaluated at the departmental level and by external reviewers in actions including external evaluation. These assessments are reported in the RPT (Green Sheet) dossier; however, the scholarly publications themselves do not accompany the RPT (Green Sheet) dossier as it progresses to Unit and University-level review.