



*The*  
**UNIVERSITY**  
*of* VERMONT

# Reappointment, Promotion, and Tenure (RPT)



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# Overview

- The RPT process:
  - RPT 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 RPT process
  - University-wide resources
  - Unit/Departmental level resources

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



# Getting started: A few things to know...

- RPT documentation is handled digitally, using MS Word templates (accessible online)\*
- In some units, a faculty reporting system (e.g., Digital Measures ) is available that assist with preparing files

\*<https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>



# RPT Schedule

For most TT positions the reappointment schedule is:

- 1<sup>st</sup> reappointment = Spring of 2<sup>nd</sup> year
- 2<sup>nd</sup> reappointment = Initiated Fall of 4<sup>th</sup> year
- Tenure review = Initiated Fall of 6<sup>th</sup> year

At UVM these are commonly called “green sheet reviews”

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



# 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 6<sup>th</sup> year or later)



# Components of the RPT Review

All TT reappointment dossiers have the same basic structure, and include:

- CV
- RPT form, including narrative responses by Chair and by candidate
- Voting/Evaluation by specified individuals/committees (as per review level)
- Supplementary documentation



# Institutional Structures involved in RPT 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)





# Institutional Structures involved in RPT Actions

- **1<sup>st</sup> reappointment:** Unit-level review only\*:
  - Department/Chair
  - Faculty Standards Committee (FSC) /Dean
- **2<sup>nd</sup> reappointment and Tenure/Promotion:** Unit-level and university-level review:
  - Department/Chair
  - FSC/Dean
  - Professional Standards Committee (PSC)/Provost

\* Automatic Provost review of negative decisions



# RP Actions

## (Reappointment and Promotion)

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

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



# 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(T) 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/deadlines when preparing/submitting materials
- (5) Communicate with your Chair; If in doubt, ASK!

- <https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>



# RP(T) Resources

- UVM Faculty Resources page:
  - University Faculty Agreements
    - 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
  - RP(T) Guidelines, Annual Evaluation Guidelines
  - Colleague dossiers
  - Advice from Mentor, 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 evaluation of academic advising:
  - 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 or creative 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 tenure review (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. RPT 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 review and address any issues raised

[Text of prior evaluation appears in subsequent RPT dossier]



# 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



# 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, how are your contributions creating and advancing knowledge



# Other Materials in the Review

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



# Following Tenure

- Promotion to Associate Professor with tenure, effective in year 7
- In the event of a negative decision, terminal year provided with opportunity to appeal (described in CBA)
- Eligibility for sabbatical leave (also effective in year 7, sabbatical proposal/application processed in year 6)
- 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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