

UNIVERSITY OF UTAH

RPT Workshop

March 28, 2011

1:30 p.m. – 3:30 p.m.

**Intermountain Network Scientific CC
(INSCC) Building, room 110**



RPT PROCEDURES

Chronological Sequence

MARCH

- ◆ Elect Department RPT Chair (Policy 6-303, A.3.b.)
- ◆ Attend RPT Review Workshop
 - Department Chair
 - RPT Chair
 - Staff Person who prepares RPT File
- ◆ Department Chair determines obligatory formal RPT reviews for the upcoming academic year. (Policy 6-303, B and D.12 (chart))
[Sample Document #1 and #2]
- ◆ Determine if SAC reviews will be done in spring or fall.
If spring, send notice to SAC and Student Senator to meet regarding upcoming reviews. [Sample Document # 3 & #14]
- ◆ Chair sends memo to tenure track faculty, asking if they wish to be considered for early tenure [Sample Document #4]

March (Continued)

- ◆ **Consideration for Early Tenure (Policy 6-311, Sec 4. C. 1. a. and b.)**
[Sample Documents #5, #6, and #7]
- ◆ **a. Credit for Prior Service**
 - » 1. Candidate requests in writing a certain # of years of prior credit; encloses vita and addresses relevance of prior work to RPT guidelines.
 - » 2. The departmental RPT advisory committee convenes and votes on # of years of credit for prior service.
 - » 3. Departmental chair considers, approves # of years and sends to dean.
 - » 4. If Dean approves, signs and returns to department.
- ◆ **b. Extraordinary Progress Toward Tenure**
 - » 1. Candidate requests in writing a review for tenure on grounds of extraordinary progress and attaches vita. Include course evaluations for at least the last 2 semesters of teaching.
 - » 2. If both approve, department chair and the RPT chair write joint memo for file.
 - » 3. If review would be in fifth year or earlier for Asst Prof or third year or earlier for Assoc Prof (including prior service), memo of chair/RPT chair sent to dean and senior VP for approval.

APRIL

- ◆ Department Chair sends letter to faculty required to be reviewed, reminding them of upcoming formal review and what is required; include copy of Policy 6-303 and department RPT guidelines (Policy 6-303, A.2., B.1.-2.) [Sample Document #8]
 - » Request nominations for internal and external reviewers by specified date
 - » Request candidate to sign waiver/non-waiver form [Sample Document #9]

- ◆ Send letter to general faculty members
 - Inform them of formal review of candidate(s)
 - Request nominations for internal and external reviewers by specified date
 - Ask if they wish to request a formal review for consideration of promotion. [Sample Document #10]

- ◆ Department chair sends letter to academic program at same time faculty candidate notified, if faculty is member of Gender Studies, Ethnic Studies, Writing Program or Middle East Center (Policy 6-303, C.4) [Sample Document #11]

MAY

- ◆ Formal Review Process Begins
 - » Consult with appropriate personnel to choose internal, external reviewers
 - » Personally contact internal, external reviewers, ask willingness to serve as reviewers
 - » Send out candidate's materials and RPT standards to reviewers
[Sample Document #12]
 - Chair should check materials being sent.

JUNE-JULY

- ◆ File Accumulation. (Note: The file is cumulative and is to be kept current. See Policy 6-303, D.1.)
Chart available @ Policy 6-303, D. 12
- ◆ Collect evaluations as they are sent in to department.
- ◆ Letters of Recommendation (in order of preference)
 1. Original Letterhead with signature
 2. Faxed copy with signature on Letterhead
 3. Signed PDF copy on Letterhead
 4. Electronic Letterhead
 5. Email with Full Institutional Address (.edu)

* Not Acceptable: Emails with no Institutional ID

AUGUST

- ◆ Meet with candidate, discuss file contents to be submitted by candidate and important dates. (Policy 6-303, C.1. and D.)
 - » Curriculum vitae required
 - » Evidence of research/creative activity
 - » Personal Statement (optional, but recommended)
 - » Any other material the candidate wishes to include
 - » Other material required by department or college policy
[Sample Document #13]

- ◆ If not done in spring, contact the department SAC, and Student Senator. Meet with SAC at least 3 weeks before report is needed.
[Sample Document #3 & #14]

- ◆ Post notice to department staff and faculty of right to submit written recommendations. (Policy 6-303, C.2.) [Sample Document #15]

SEPTEMBER

- ◆ Notify faculty of time of RPT Advisory Committee meeting and eligibility to participate (Policy 6-303, A. 3.)
[Note change in 2007]
- ◆ Log arrival of solicited review letters
[Sample Document #16 - note required sections]
- ◆ Reviews by programs for jointly appointed faculty
- ◆ File should be closed by September 30.

Allow time for candidate to respond before file closes.
(Policy 6-303, D.10)
- ◆ File to Department RPT Advisory Committee
(Policy 6-303, D.) [Sample Document #17]

OCTOBER

- ◆ Department Chair calls RPT meeting by October 15.
 - » Eligibility (Policy 6-303, A. 3.a.)
 - » Small department rule (Policy 6-303, A. 3.a. iv.)
- ◆ Department RPT Committee Chair:
 - » Chairs meeting
 - Committee votes re: Department Chair's participation
 - » Signs final report as approved by self and committee members
- ◆ RPT Advisory Committee meeting (Policy 6-303, E.)
 - » Read file ahead of time
 - » Quorum
 - » Absentee voting: Received before meeting
 - » Chair does not vote with department
 - » Confidentiality: votes & deliberations are personnel actions

OCTOBER (CONTINUED)

- ◆ Department RPT Advisory Committee Secretary and Report:
(Policy 6-303, E. 6 - 7)
 - Keeps/Writes Minutes
 - » Complete List of Members present at meeting
 - » Summary of meeting – How does the candidate’s performance compare with department/college criteria?
 - » Exact committee vote (absentee ballots counted with other votes)
 - » Signed by RPT committee chair and secretary
 - » Report pertains to this candidate ONLY and don’t mention external reviewers
(otherwise violates confidentiality rules)
 - » Show consideration of program recommendation
 - Shares Meeting Minutes with Committee Participants
 - » Two to five days to respond
 - » Modifications approved by participants
 - Final report given to:
 - » Department Chair
 - » Candidate

NOVEMBER

- ◆ Department Chair (Policy 6-303, F.)
 - Writes recommendation to Dean w/ copy to program director, if joint
[Sample Document #18]
 - Provides notice to faculty member
 - » Notice of recommendation
 - » Notice of option to respond to chair's letter and RPT Advisory Committee Report
 - » Notice of 7 day time limit
[Sample Document # 19]
 - Adds candidate's response to file, if any
 - AA completes Formal RPT Summary Form [Sample Document #20]
Organizes file as per Sample Document #17
 - Forwards file to Dean's Office by November 15

Departments with joint appointments may work with their Dean's Office to adjust deadline

NOVEMBER (CONTINUED)

- ◆ Dean
- ◆ Forward files to College RPT Committee (Policy 6-303, G. 1.)
 - Criteria for forwarding
 - » All negative retention cases (negative vote at department level)
 - » All promotion and tenure cases
 - » Other retention cases deemed appropriate by dean
- ◆ College Advisory Committee (Policy 6-303, G.1.c.-d.)
 - No dean or chairs except by invitation of the committee
 - Review file; utilize review standard specified in policy
 - Forward recommendations to the dean
 - » Vote
 - » Reasons for Vote

DECEMBER

- ◆ Dean's Review (Policy 6-303, G. 2 and 3)
 - Dean writes a recommendation and rationale
 - Copy to faculty member and copy to chair/program director
 - Right to respond to dean's letter and College RPT
 - Advisory Committee Report
 - » Time Limit - 7 days
 - [Similar to Document #19]
 - Candidate's Response (Policy 6-303, G.4.)
 - Dean forwards file to cognizant senior vice president by beginning of spring semester
 - » Academic Affairs
 - » Health Sciences

JANUARY

- ◆ Senior Vice President (Policy 6-303, H)
- ◆ Refers files to UPTAC when:
 - Differing recommendation at any level:
 - » SAC
 - » Program
 - » Department RPT Advisory Committee
 - » Department chair
 - » College RPT Advisory Committee
 - » Dean
 - If College functions as a single dept. or is organized into no more than two depts. (Policy 6-003, III. 2.C.)
 - Any time the vice president seeks the UPTAC's recommendation

UPTAC (Policy 6-304)

- ◆ Reviews file

 - Follows guidelines for review
(Policy 6-303, H. 2.)

- ◆ Writes recommendation to the cognizant senior vice president

Cognizant Senior Vice President (Policy 6-303, H. 3.-5.)

- ◆ Reviews file; may return file to department for clarification
- ◆ Writes final recommendation to President (unless positive retention, when Sr. VP decision is final)
- ◆ Provides to faculty member, dean, and department chair the following :
 - Letter (recommendation) to President
 - Notice of right to comment within 14 days
- ◆ For UPTAC cases, the RPT Advisory committee and SAC are also notified
 - Chairs of RPT Advisory committee and SAC shall notify members expeditiously of Sr. VP's recommendation
 - Notice of right to appeal to Consolidated Hearing Committee
 - Notice of need to inform cognizant vice president within 14 days of intent to appeal

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- ◆ Potential appeal to Consolidated Hearing Committee by candidate, department SAC, department RPT committee, department chairperson, or dean. (Policy 6-303, I.)
 - ◆ Cognizant Senior Vice President's letter sent to President in cases not appealed
 - ◆ Letter from President to Candidate with President's Decision or Intent to Decide (Policy 6-303, J.)