



RPT Training for Admins

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- Retention
 - A probationary period is normally required for all individuals appointed to regular faculty ranks prior to the granting of tenure. Annual reviews shall be scheduled during this probationary period to evaluate the academic performance of non-tenured individuals, to provide constructive feedback on their academic progress, and to terminate the appointment of those who do not meet the standards of the department and the expectations of the University after their initial appointments.

What is **RPT**?

- Promotion
 - Promotion in rank is the acknowledgment by the University of continuing and increasing professional competence and responsibility in teaching, research and creative work, and University and public service.

What is RPT?

- Tenure
 - Granting tenure implies a commitment by the University to defend faculty members' academic freedom. Likewise, faculty members who are granted tenure make an equally strong commitment to serve their students, their colleagues, their discipline, and the University in a manner befitting a responsible academic person. Granting tenure is regarded as the University's most critical personnel decision.

What is RPT?

- The length of time a faculty member has from hire to achievement of tenure. Promotion often accompanies tenure depending on rank at hire.
 - **Assistant Professor:** Standard probationary period is 7 years unless specified as 6 in department/college guidelines.
 - **Associate Professor:** Standard probationary period is 5 years.
 - **Professor:** Uncommon to be appointed without tenure. If done, standard probationary period is 5 years.
- When the effective date of a regular faculty appointment is within the period from July 1 through December 31, the academic year in which the appointment becomes effective shall be the first year of the pre-tenure probationary period. When the effective date of a regular faculty appointment is within the period from January 1 through June 30, the following academic year shall be the first year of the pre-tenure probationary period.

Probationary Period

- Extensions include:
 - Parental Leave
 - <http://regulations.utah.edu/academics/6-315.php>
 - Leave of Absence
 - FMLA
 - Medical Leave
 - Other leaves as defined in 6-311
 - Administrative Service
 - Extraordinary Circumstances

Extension of Probationary Period

- Reduction of Probationary Period
 - Credit for Prior Years of Service
 - When a candidate has prior relevant experience, in most cases including both research and teaching, such experience may be credited as the equivalent of a specified number of years toward fulfillment of the probationary period.
 - Extraordinary Progress
 - a candidate believes he/she can demonstrate achievement of the tenure standards in less than the normal probationary period, that candidate may seek permission for an early tenure review.
 - Credit for prior service may be assessed once, either at the time of appointment or before a review for tenure commences.

Reduction of Probationary Period

- New Appointments with tenure-expedited procedures
 - Tenure may be granted at the time of initial appointment of a faculty member (commonly known as 'hiring with tenure'). See Policy 6-311-III-Section 3-B. When a decision regarding tenure is to be considered contemporaneously with a decision regarding initial appointment, the procedures for the appointment and initial rank decisions are governed by Policy 6-302, and the procedures for the tenure decision are as described here in this Policy in Section III-K.
 - Section K allows the use of expedited procedures for tenure decisions arising in circumstances in which more complex and lengthy procedures are inappropriate.
 - Full process, no response periods or obligation to share reports
 - Less documentation required

New Hires with Tenure

- Proper preparation and completeness of each candidate's file are essential for the uninterrupted progress of a RPT review through all the stages of the review process. Each level admin is responsible to make sure the file is complete before sending to the next level.
- Our office looks for the following sections:
 - Summary Documentation
 - Past Reviews
 - RPT Guidelines
 - Evidence of Faculty Responsibility
 - Curriculum Vitae
 - Research/Scholarship
 - Teaching/Course Materials
 - Service
 - External Review
 - Letters & Reports

The File

- Summary Documentation
 - Formal Retention, Promotion, Tenure Summary Worksheet
 - Tenure-track Probationary Period Worksheet (optional)
 - Authorization of changes to extend or reduce probationary period (if applicable)
 - Formal Review Schedule during Transition between Policies (as needed)
 - Used when RPT guidelines change during probationary period. Faculty member should choose which standards to be reviewed under.

The File

- Past Reviews
 - Informal & Past Formal Reviews
 - Include the recommendations from all previous reports submitted by all voting levels in formal reviews, *i.e.* SAC, department and college RPT advisory committees, letters from chairs, deans, vice presidents, the president and recommendation from UPTAC (if present).
 - Teaching evaluations and letters or reports from all informal reviews should also be included.
 - Promotion to Professor includes the candidate's vita at the time of the previous promotion, all reports and recommendations from tenured faculty reviews, and teaching evaluation summaries since the previous promotion. If that promotion or appointment was more than five years, teaching evaluation summaries should be included for at least the most recent five years.

The File

- RPT Guidelines
 - May be Departmental or College-wide depending on area
 - Included copy of RPT Guidelines used for review
 - Must be fully approved

The File

- Evidence of Faculty Responsibility
 - Letters of administrative reprimand and the latest findings, decisions, or recommendations from University committees or officials, arising from relevant concerns about the faculty member should also be included in the candidate's file.

The File

- Faculty Curriculum Vitae
 - Candidate's updated & complete curriculum vitae (CV)
 - The candidate's file is expected to provide a current and complete curriculum vitae (CV), which is organized in a clear and coherent manner, with appropriate dates of various items and logical groupings or categories related to the department's RPT criteria.

The File

- Research/Scholarship
 - Research Statement (may be combined personal statement)
 - Publications/Creative Works
- Teaching/Course Materials
 - Teaching Statement (may be included in personal statement above)
 - Teaching Report/Peer Review of Teaching
 - Course Evaluation summaries since last formal review, up to 5 years.
 - Syllabi/other course materials
- Service
 - Service Statement
 - Evidence of Faculty Service

The File

- External Review
 - Sample letter of request for external and/or request for internal letters (if present)
 - External Reviewer Grid
 - information on which reviewers were nominated by candidate, department chair, & RPT advisory committee
 - Qualifications of evaluators (or brief CV) & relationship to candidate
 - Signed Waiver or Nonwaiver form
 - Letters of Evaluation from recognized experts
 - Must be qualified to comment on faculty member's accomplishments.
 - Reviewer CV behind letter (if present)

The File

- External Review Letters
 - Requested by RPT chair or department chair per department practice.
 - **Must always be kept confidential from candidate if they waived. This includes any future reviews as well.**
 - **Be very careful on where they are saved electronically if included in future reviews.**
 - Reviewers generally review
 - Candidate CV
 - Publications/Creative Works
 - RPT Guidelines
 - Use documents that are common for your area. Consult RPT chair or chair if questions. Call if you still have questions.

The Process

- Confidentiality
 - External letters are confidential from the candidate unless candidate does not waive rights.
 - External reviewers are notified if letters are confidential.
 - Be very vigilant.
 - Again, waiver rights are forever, not just for that year.
 - Do not allow them to see it in future reviews.
 - Call with any questions on where to put them online.

The Process

- Letters & Reports
 - Decision from the University President (P&T cases)
 - Consolidated Hearing Committee (if prior decision appealed)
 - Candidate's response to Senior Vice President (if present)
 - 14 day response period
 - Senior Vice President Recommendation
 - Final level in retention cases
 - University Promotion and Tenure Committee (UPTAC)
 - Only if a negative or tied vote on any voting level
 - Single or two department colleges are required to be reviewed there as well.
 - Candidate's response to college/dean letters (if present)
 - See guidelines for length of time for response
 - Dean's letter of recommendation (cc'd to candidate & dept. chair)
 - Signed report of college RPT advisory Committee deliberations

The File

- Letters & Reports (cont'd)
 - Candidate's response to department (optional)
 - See guidelines for length of time for response
 - Signed department chair's letter of recommendation (cc'd to candidate)
 - Signed report of department faculty advisory committee deliberation cc'd to candidate
 - Ad-Hoc or Subcommittee Report (if present)
 - Recommendation of Academic Program (if present)
 - Signed Student Advisory Committee Faculty Evaluation Report(s) (SAC officers must sign)

The File

- Sample documents can be found at:
 - <http://academic-affairs.utah.edu/office-for-faculty/rpt-administrator-workshop/>

The File

- File builds as it moves through the levels
 - Finalize file/SAC/Program Recommendation
 - *Generally by end of September*
 - Department Advisory Committee (DAC)
 - *Generally by mid to late October*
 - Department Chair
 - *Generally by end of October or mid-November*
 - College Advisory Committee (CAC)
 - See department guidelines regarding this level. Not all require review at this level depending on votes.
 - *Generally done by end of November*
 - College Dean
 - Generally done by end of December.
 - Academic Affairs deadline is January 1st of each year.
 - University Promotion and Tenure Advisory Committee (UPTAC)
 - Only if single or two department college or a split or negative vote at levels above
 - Senior Vice President
 - Final step for retention
 - University President

The Process

- File close date
 - Varies by department/college. Generally near end of September in colleges with departments.
 - Faculty member can add desired documentation until this date.
 - Additional information can only be added by the candidate after this date if it is during the response period and part of the response.

The Process

- Interfolio

- https://secure.interfolio.com/?event=login.setIdPChoice&client__idp=urn:mace:incommon:utah.edu

- Training materials:

- <https://uofu.box.com/s/5ikgk64eccmt3niothxs6ggvmbo08jy6>

The Electronic System

- Case & Sections
 - Case states what the RPT action is (retention, promotion & tenure), organizes sections under one name
 - Case=Binder
 - Sections are where the documents are organized. Pre-named and use the ones needed for each file using appropriate template.
 - Sections=Tab Sections in Binder

Electronic System

- Workflow
 - Building the file (need to notify candidate in system)
 - Candidate and department admin have access to build the file
 - Department
 - Admin has ability to add to the file.
 - Turn on and off access to SAC, DAC and Department Chair
 - College
 - College Admin has access to add documents
 - Turns on and off access to college committee and dean
 - University
 - University Admin has access to add documents
 - Turns on and off access to UPTAC, SVP and President

Electronic System

- Committee Membership
 - Defined by the department, All admins have access
 - Add to standing committees
 - Add standing committees to cases

Electronic System

- Office for Faculty
 - Ph: 1-8763 or officeforfaculty@utah.edu
 - Trina Rich, Director, Administration
 - Ph: 1-6690 or trina.rich@utah.edu
 - Melissa Dowdle, Administrative Assistant
 - Ph: 1-6294, melissa.dowdle@utah.edu

Questions??
