



Preparing Your Tenure/Retention File

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Introductions

Overview

→ Introductions

The Series

RPT Audiences

Your File: Ownership

Your File: Contents

Interfolio

Wrap Up

External Evaluators 1

External Evaluators 2

Drop in the Chat

- One thing you hope to get from this workshop
- The best thing that happened in your life this week

Preparing for Your Retention or Tenure Review Workshop Series

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1. CV & Timeline Plan

- December 2020 (<https://academic-affairs.utah.edu/office-for-faculty/office-for-faculty-f-a-s-t/rpt-faculty-review-workshops/>)

2. The File

- Today!!!

3. [one-on-ones with Myra]

- Reach out to schedule, as needed (melissa.dowdle@utah.edu)

4. Personal Statements

- Retention: March 12, 2021, 9:00-11:00
- Tenure: March 12, 2021, 1:00-3:00
- Sign up:
<https://docs.google.com/forms/d/e/1FAIpQLScogPS9WKDj39WfOivMG B5nQ2KMKujdtDLdk3i70W9oBnnz5A/viewform>

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RPT File Audiences

1. [Shared-appointment Unit] (by October 5)
2. [Subcommittee]
3. **Department/School RPT Advisory Committee** (October)
4. **Chair or Director** (Late October)
*You have an **opportunity to respond***
5. **College RPT Advisory Committee** (Mid-November)
6. **Dean** (December/Early-January)
*You have an **opportunity to respond***
7. [UPTAC: 1- or 2-Department College/School *and* any “nos”]
8. **SVP** (April) (decider for retention, unless recommendation is “no”)
*You have an **opportunity to appeal** (see University Regulation 6-303)*
9. President (decider, if SVP recommendation is “no”)

Your File: Ownership

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- The file belongs to you.
- Be proactive
 - Peer teaching observations
 - [External Evaluators]
 - Contents and structure of file
 - May/June-for external evaluators
 - September-for department/campus

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→ **Your File: Contents**

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Your File: Contents

- Yes, if you want to:
 - Teaching materials, innovations
 - Letters from collaborators
- No, even if you want to:
 - Letters from students
 - Reviews of your work
 - Other cool stuff

Your File: Structure Interfolio

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<u>Packet</u>	Annotations
> FORMAL RPT SUMMARY	
> PAST REVIEWS	
> DEPARTMENT/COLLEGE RPT GUIDELINES	
> EVIDENCE OF FACULTY RESPONSIBILITY	
> CURRICULUM VITAE	
> RESEARCH/SCHOLARSHIP	
> TEACHING/COURSE MATERIALS	
> SERVICE	
> LETTERS AND REPORTS	

Sarah's personal link:

<https://apply.interfolio.com/16272/packets/103237#overview>

Get your link
from your department

Wrap Up

(External Evaluators to Follow)

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External Evaluators 1

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Remaining questions and discussion

External Evaluators 1

- Purpose
 - To provide an expert evaluation of your research
 - To provide an unbiased evaluation of your research
- Characteristics that help achieve the purpose
 - At arm's length
 - Knows of you, may have met you, but has not worked with you
 - Peer or aspirational universities
 - Full Professors preferable for tenure & promotion review
 - International researchers judiciously
 - Non-academics judiciously
 - Do you need to exclude anyone?

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- Possible names to suggest
 - Who is citing you?
 - Who works in your area or adjacent to your area?
 - Networking at professional conference
 - Some departments do not “reuse” evaluators