



THE UNIVERSITY
OF ARIZONA

RPT System Training for Associate Deans, Department Heads and Peer Reviewers

Kim Rogan, Program Manager, Faculty Affairs

THE UNIVERSITY OF ARIZONA

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

Agenda

AGENDA

- RPT System Background
- Accessing Cases to Review
- Annotation Tools
- Proper Handling of Case Materials
- Question and RPT Support Contact

What is Review, Promotion and Tenure?

- Online system within *Faculty Portfolio* that helps the University conduct formal faculty reviews in a shared governance context, including:
 - Retention reviews (often referred to as “third year” reviews)
 - Promotion and tenure reviews
 - Continuing status and promotion reviews
 - Career-track promotion reviews
 - Career-Track transfer reviews
 - And other sequential reviews

What does RPT do?

- Helps academic institutions ensure that these review processes are transparent, efficient, and documented.
- In addition to maintaining the integrity and consistency of the review process, RPT allows the University to mitigate procedural errors.
- **Reduces the work** needed for candidate's and peer committee members.

RPT - Login

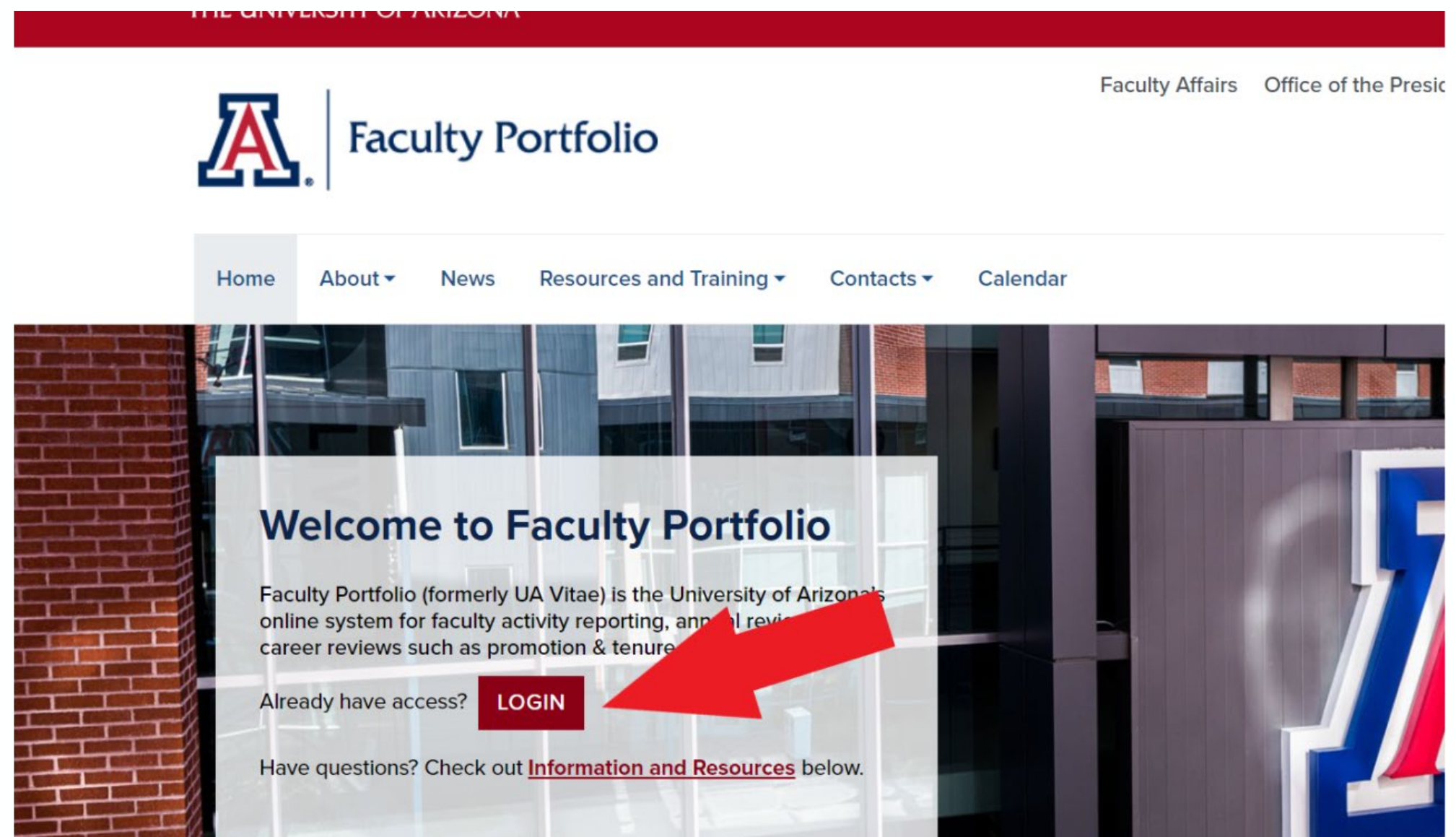
Login to view the cases using the **red** button on the Faculty Portfolio

Webpage:

<https://facultyportfolio.arizona.edu/>

Enter your NetID and password

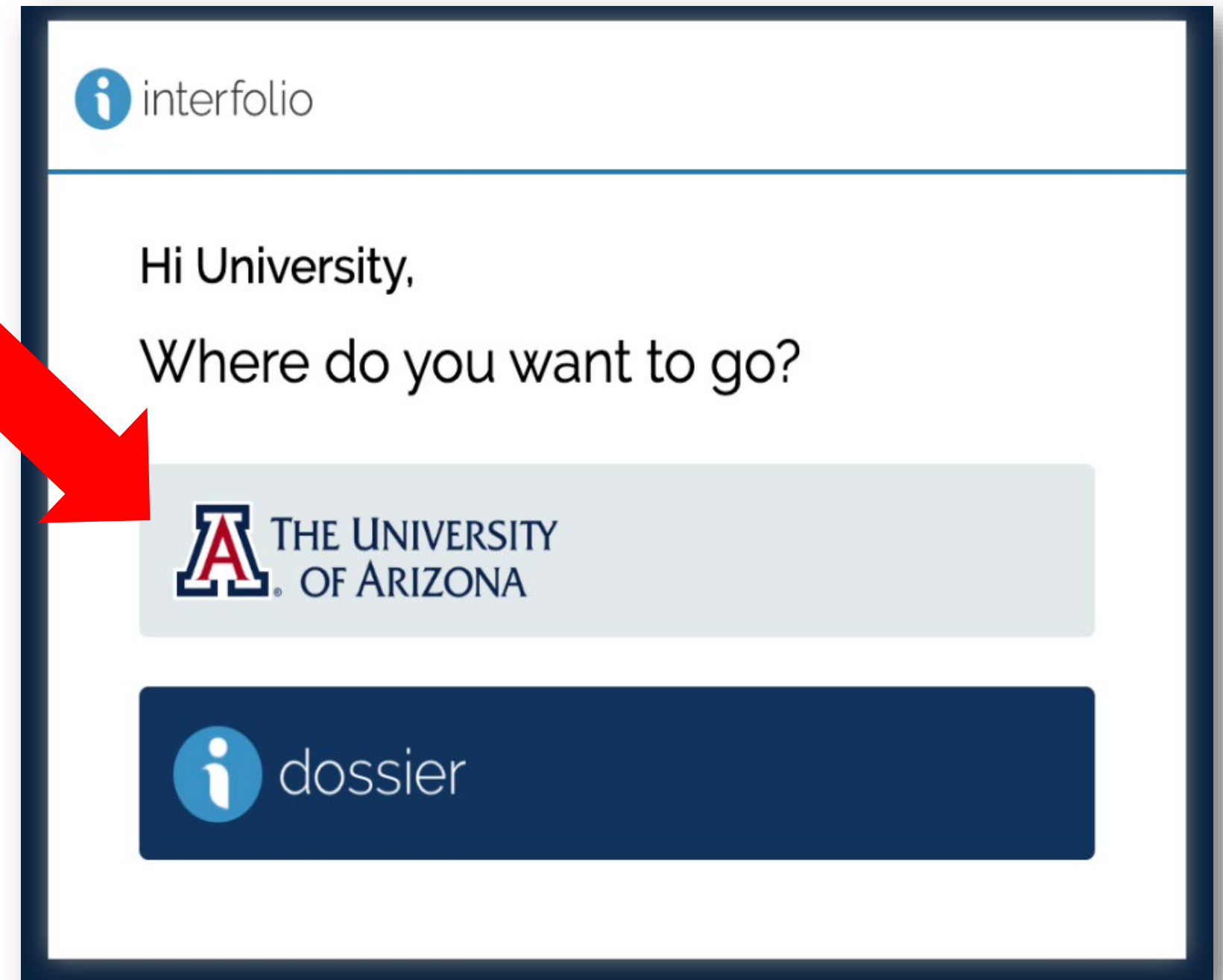
Google Chrome is the preferred browser for RPT



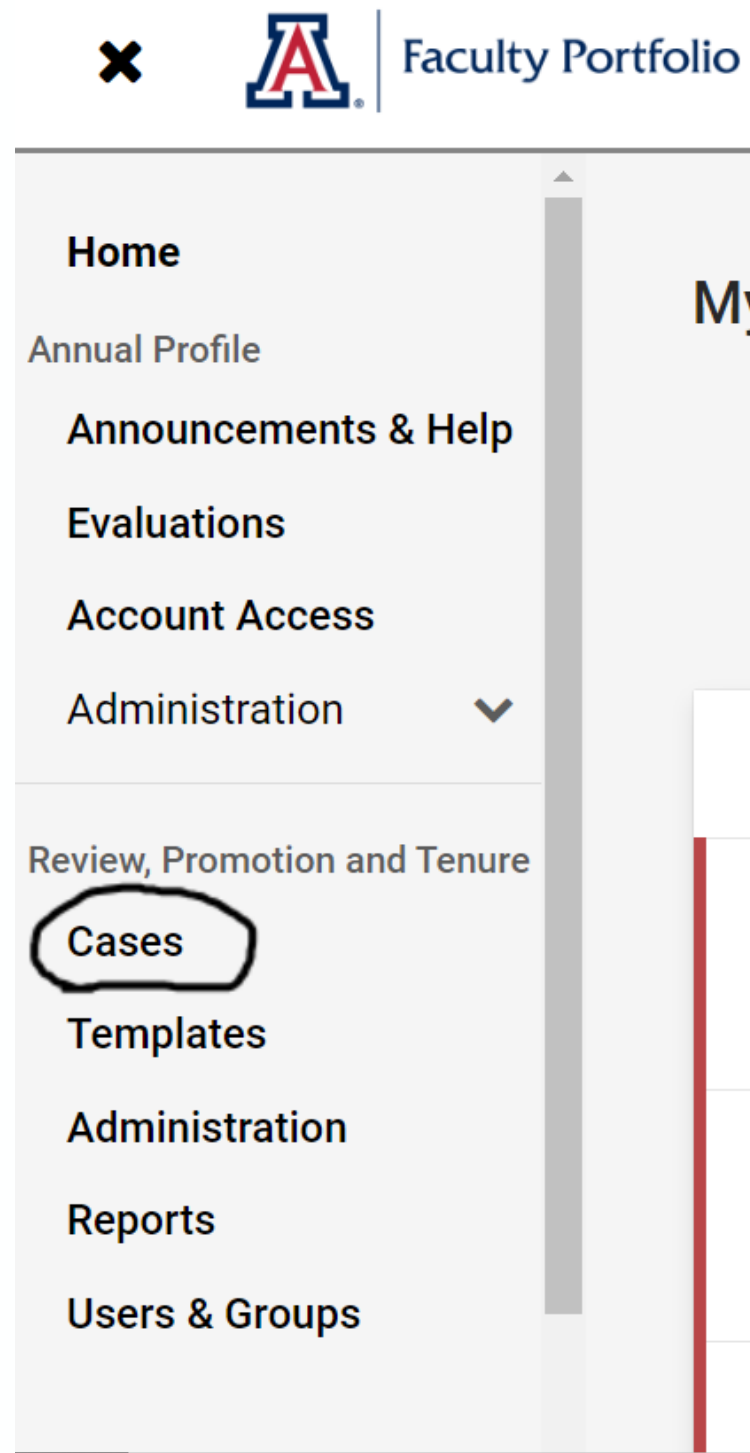
RPT - Login

On your first login, you may be asked if you want to go to your Dossier account or to the institutional products from Interfolio.

For case review, choose ***The University of Arizona.***



RPT Case Access



After login, you can access the dossier by selecting **Cases** on the *Review, Promotion and Tenure* main menu in the left panel.

RPT Case Access

Faculty Portfolio

University of Arizona >

Cases

Search cases

Wildcat

1 of 1 cases

Filtered By: **Active Cases**

Name	Type
<input type="checkbox"/> Wilbur Wildcat University of Arizona	Promotion

Step 1 of 9: Case Materials Check and Selection/Solicitation of Letters

© 2024 Interfolio, Inc.

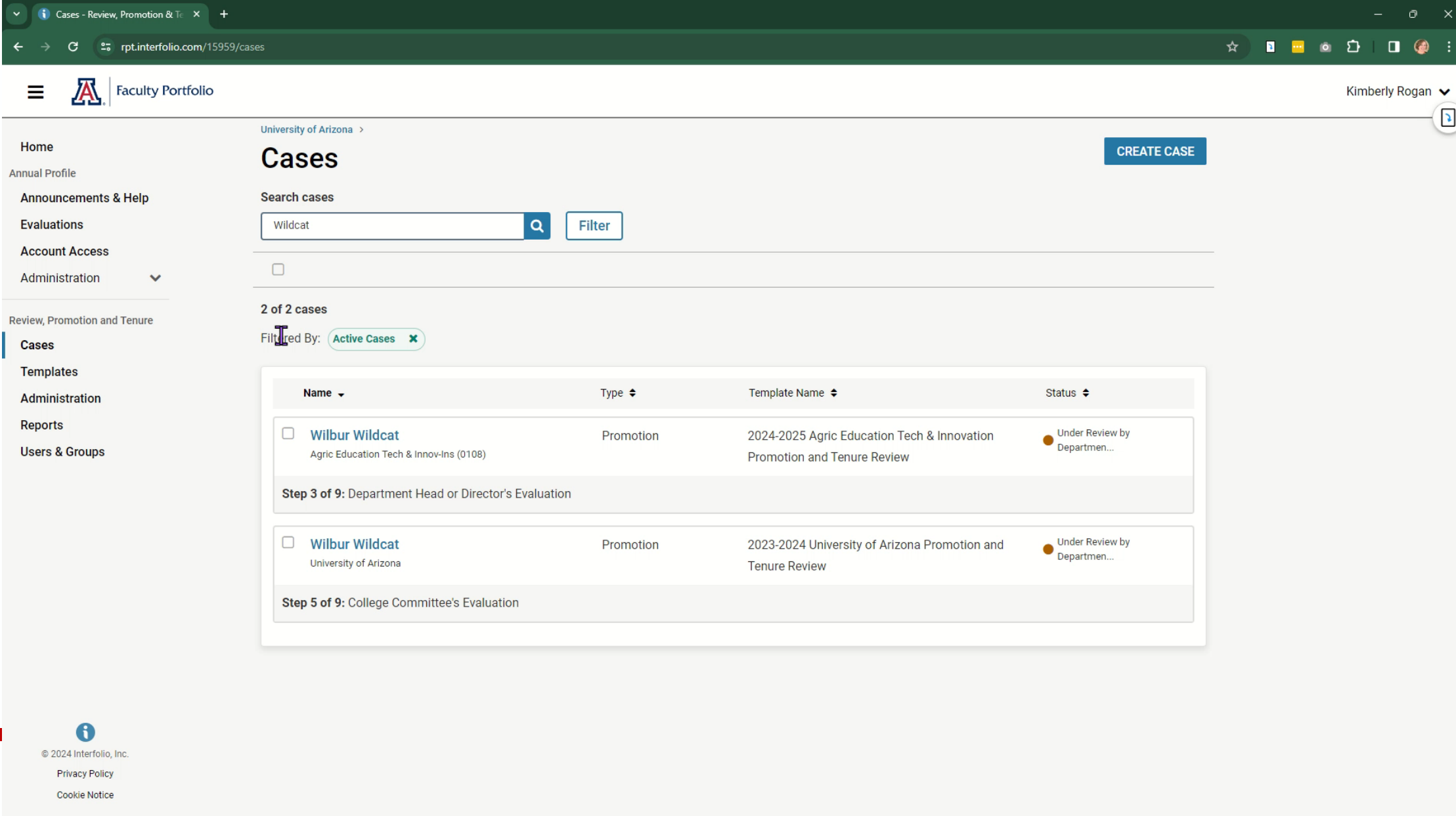
Select the **candidate's name** to view the dossier materials.

RPT Case Review

When viewing a case, you will have access to a few helpful tools for your review.

The 'Case Details' tab is where you can:

- View any instructions for the current review step
- View the other members of your committee
- View their other committee members comments
- Create and leave your own comments



The screenshot displays the 'Cases' page in the Faculty Portfolio system. The page is titled 'Cases' and includes a search bar with the text 'Wildcat' and a 'Filter' button. Below the search bar, it indicates '2 of 2 cases' and shows a filter set to 'Active Cases'. The main content area contains a table with the following data:

Name	Type	Template Name	Status
<input type="checkbox"/> Wilbur Wildcat Agric Education Tech & Innov-ins (0108)	Promotion	2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review	Under Review by Department...
Step 3 of 9: Department Head or Director's Evaluation			
<input type="checkbox"/> Wilbur Wildcat University of Arizona	Promotion	2023-2024 University of Arizona Promotion and Tenure Review	Under Review by Department...
Step 5 of 9: College Committee's Evaluation			

The page also features a sidebar with navigation options: Home, Annual Profile, Announcements & Help, Evaluations, Account Access, Administration, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. A 'CREATE CASE' button is visible in the top right corner. The footer includes copyright information for Interfolio, Inc. and links to Privacy Policy and Cookie Notice.

RPT Case Review

To read the dossier,
select the
Read Case button in
Case Materials.

The screenshot shows a web browser window with the URL `rpt.interfolio.com/15959/cases/554950`. The page title is "Faculty Portfolio" and the user is logged in as "Kimberly Rogan". The main content area is for "Wilbur Wildcat" and includes the following details:

- Unit:** Agric Education Tech & Innov-Ins (0108)
- Template:** 2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review
- Status:** Under Review by Department or Unit Committee (change)

There are buttons for "Send Case" and "Case Options". Below this is a "Case Materials" section with a search bar and a "Read Case" button. A toolbar contains "Expand All", "Collapse All", "Download", "Share", "Settings", and "Move".

The "Candidate Packet" section contains the following information:

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Section 1: Summary Data Sheet (Locked) [Unlock]

The department or unit will complete the form and upload it to this section.

- Section 1: Summary Data Sheet (please download the form from the Faculty Affairs website and upload the complete form to this section)

Section 1: Summary Data Sheet 1+ required [Add File]

Title	Details	Actions
<input type="checkbox"/> Section 1_Wildcat, Wilbur_Summary Data Sheet	Added by Kimberly Rogan	Edit

Appendix A: Checklist for Shared Appointments (if applicable) (Locked) [Unlock]

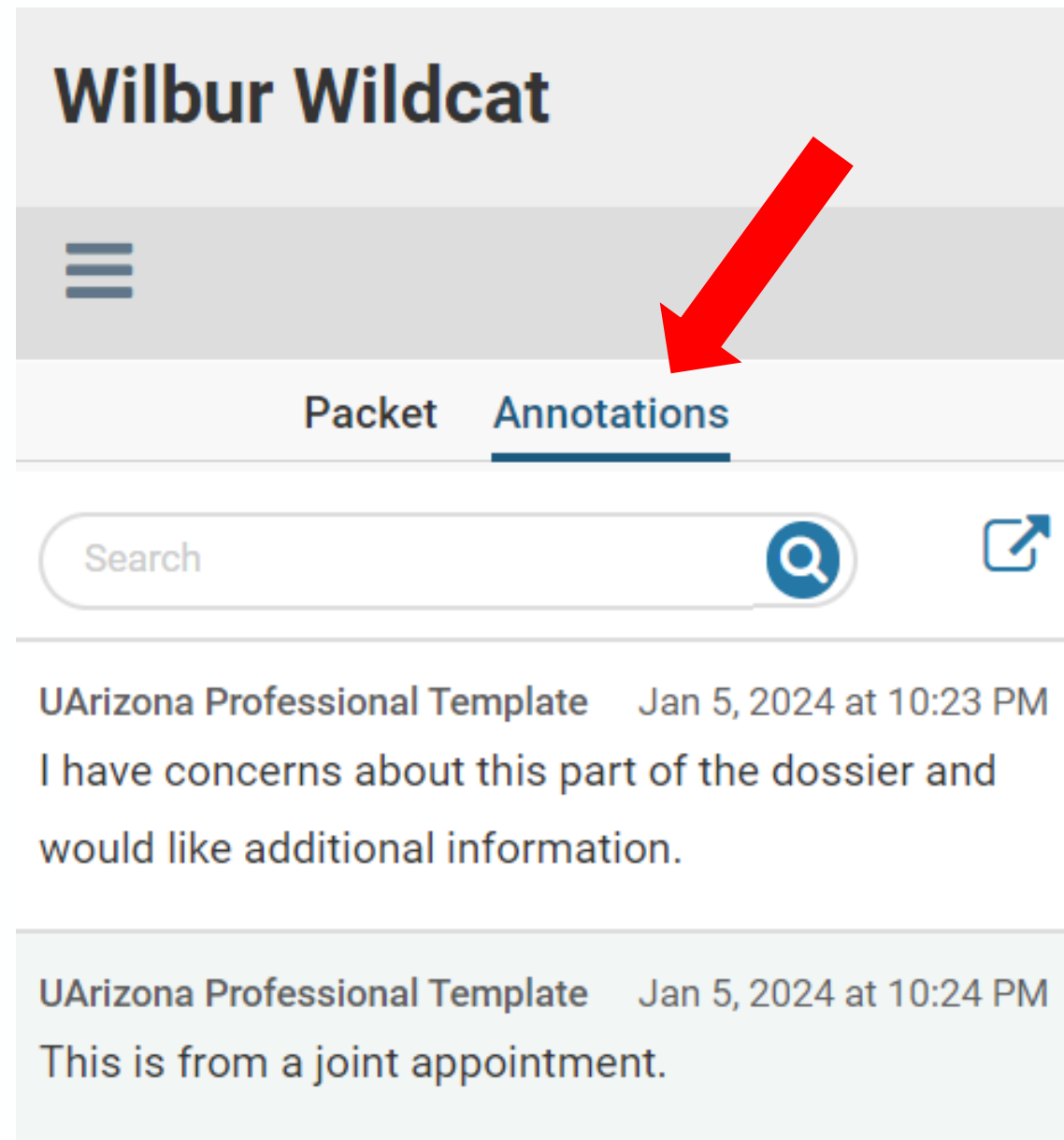
© 2024 Interfolio, Inc. Privacy Policy Cookie Notice

RPT Case Review

Dossier materials in RPT are organized into two main parts:

Candidate Packet (or Dossier)	Internal Sections
<p><u>Sections:</u></p> <ul style="list-style-type: none">1- Summary Data Sheet2 – Candidate’s Workload Assignment2A – Pandemic Impact Statement3 – Department and College Criteria4 – Curriculum Vitae4A – List of Collaborators4B – Representative Work5 – Candidate Statement6 (A&B) – Teaching Portfolio and Resources7 (A&B) – Portfolio for Leadership, Extension, Service or Innovation8 – Graduate Interdisciplinary Programs (GIDPs)	<p><u>Sections:</u></p> <ul style="list-style-type: none">8A – GIDP Evaluations9 (A&B)– Peer Observation AND Provost Award for Innovations in Teaching (PAIT)10 (A&B) Letters from Independent External Reviewers and Collaborators11 – Internal Evaluations* <p>*Includes (as appropriate) the Department Committee Report, the Department Head’s Recommendation, the College Committee’s Report, the Dean’s Recommendation, the University Advisory Committee’s Report, and the Provost’s Final Decision Letter</p>

RPT Annotation Tools and Notes



Wilbur Wildcat

☰

Packet Annotations

Search 🔍

UArizona Professional Template Jan 5, 2024 at 10:23 PM
I have concerns about this part of the dossier and would like additional information.

UArizona Professional Template Jan 5, 2024 at 10:24 PM
This is from a joint appointment.

Within RPT, you can add annotations on the materials as you review.

The notes will appear on their own tab and can be exported.

RPT Annotation Tools

Annotations are added from the lower right corner of the viewer.

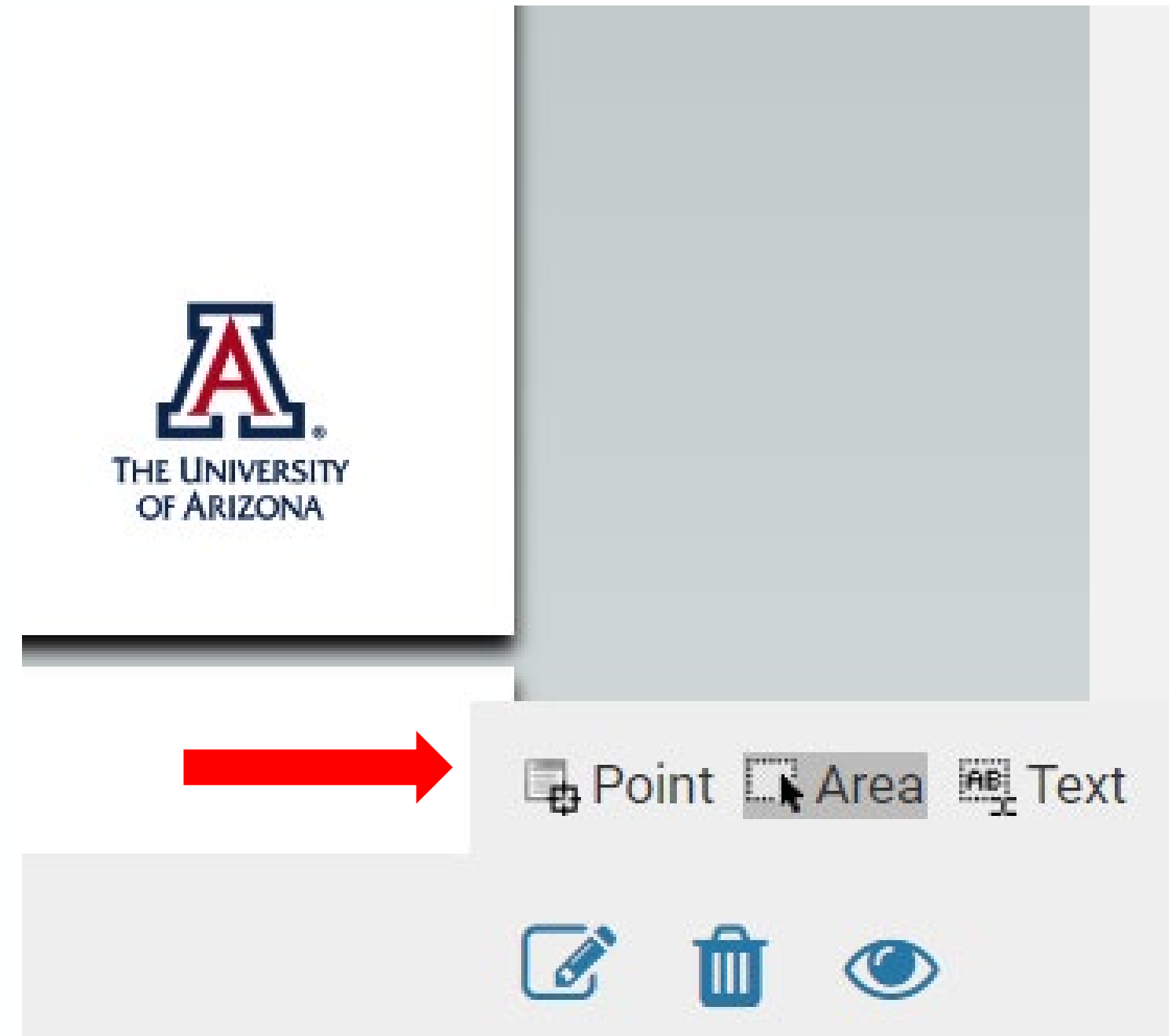
Click on the note icon to add an annotation to the displayed document.



RPT Annotation Tools

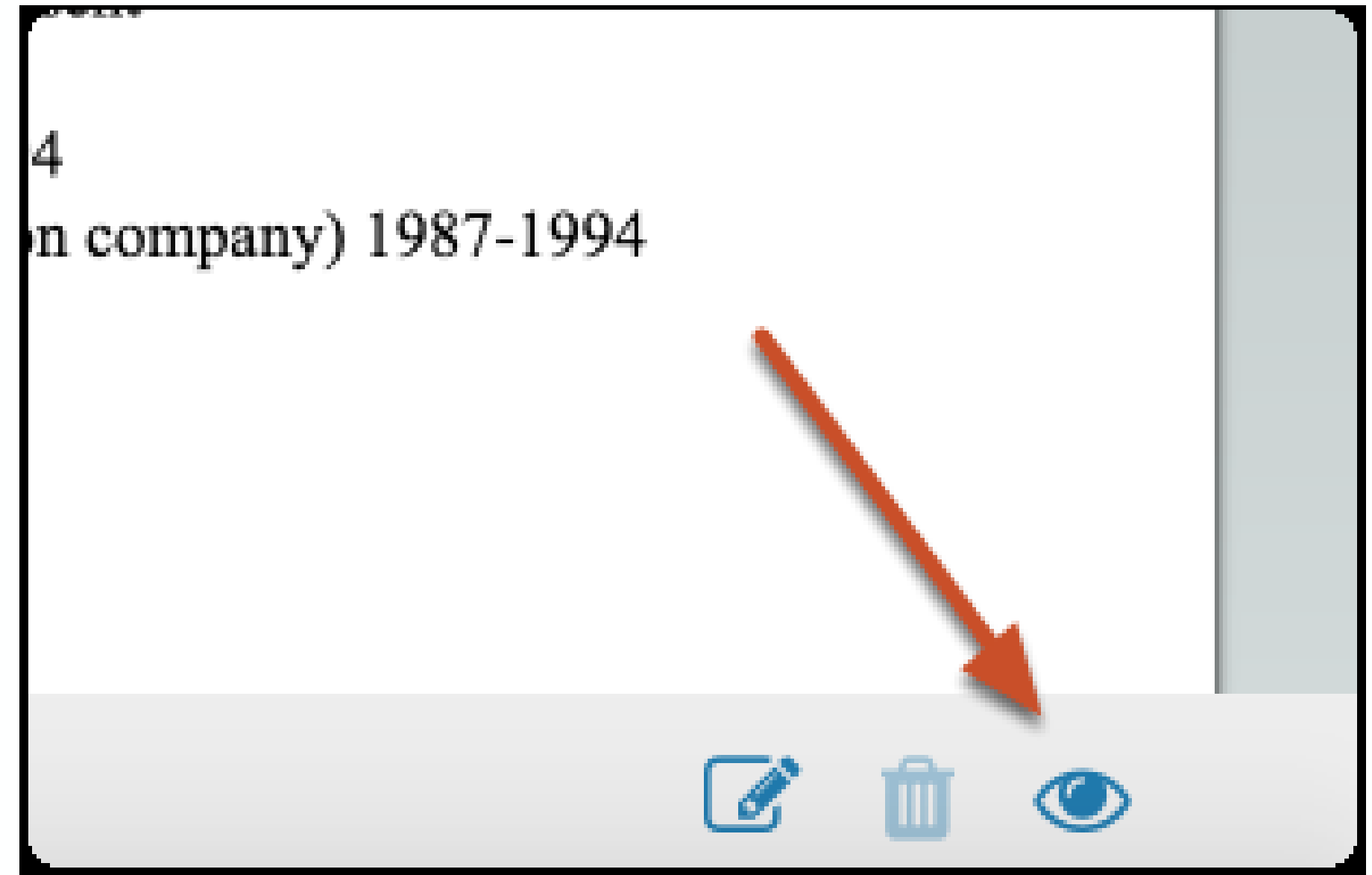
Select the “note” icon for the type of annotation.

- **Point** adds a note with an arrow.
- **Area** adds a note about a selected area.
- **Text** adds a note about a highlighted area.



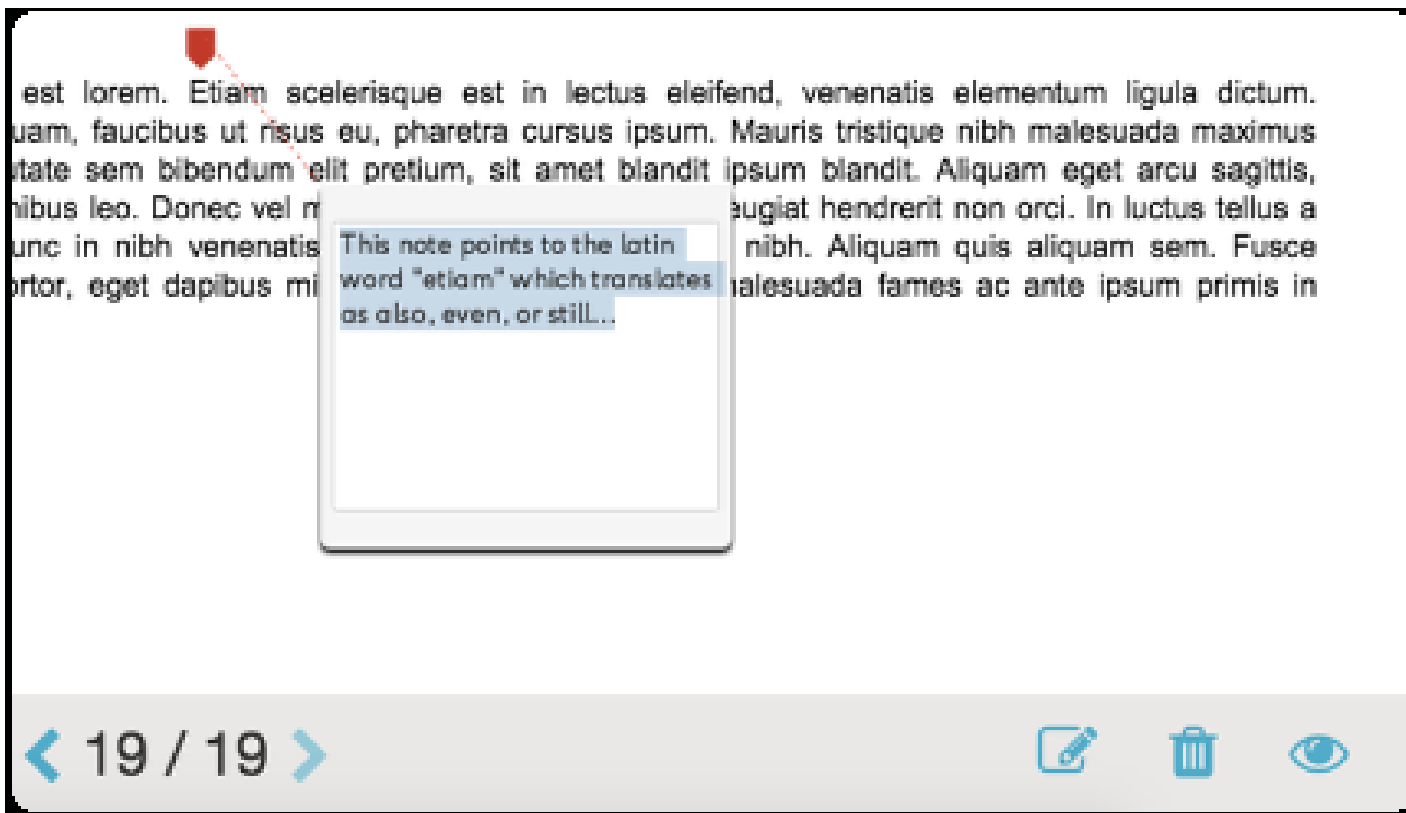
UACPT RPT Training

Click the “view” icon to turn on or off the display annotations display.

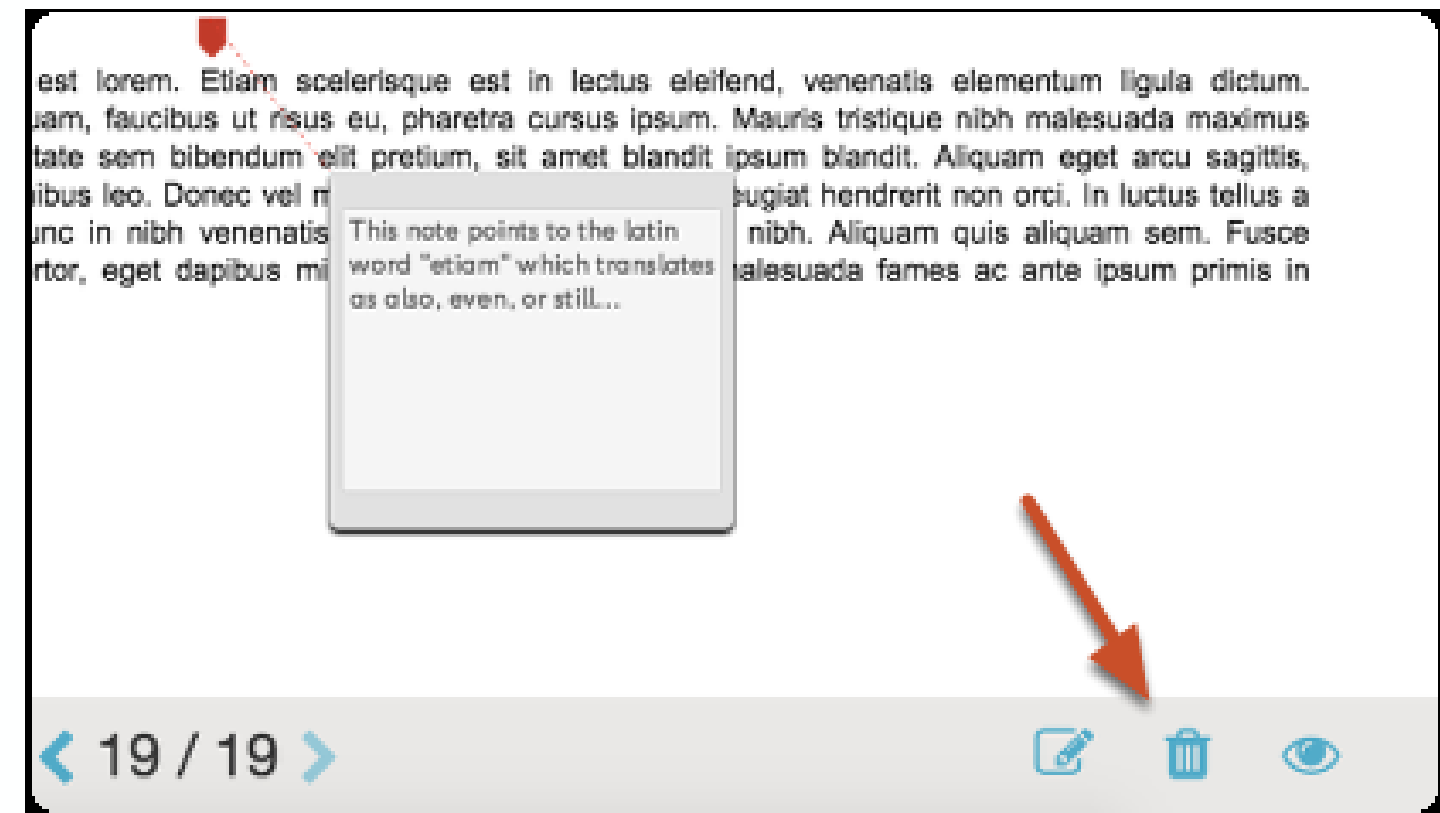


UACPT RPT Training

To **edit** a note, click into the text field.



To **delete** a note, click into the text and then click the trash icon.



Additional training materials for **Committee Reviewers** using **Review, Promotion and Tenure** can be accessed here: <https://product-help.interfolio.com/>

RPT Case Download

If you need to download a PDF of the case, in **Case Materials**, select **+Expand All**, uncheck and recheck the box to the left, and select **Download**.

The screenshot shows a web browser window with the URL `rpt.interfolio.com/15959/cases/554950`. The page title is "Candidate Profile: Wilbur Wildcat". The browser's address bar and bookmarks are visible at the top. The main content area is titled "Wilbur Wildcat" and includes a "Send Case" button and a "Case Options" dropdown. Below this, there are fields for "Unit" (Agric Education Tech & Innov-Ins (0108)), "Template" (2024-2025 Agric Education Tech & Innovation Promotion and Tenure Review), and "Status" (Under Review by Department Head or Director). The "Case Materials" tab is active, showing a search bar and a "Read Case" button. A blue bar contains "Expand All" (checked), "Collapse All", "Download", "Share", "Settings", and "Move". The "Candidate Packet" section lists three locked items: "Section 1: Summary Data Sheet", "Appendix A: Checklist for Shared Appointments (if applicable)", and "Section 2: Candidate's Workload of Assignment". Each item has an "Unlock" button. The footer includes "© 2024 Interfolio, Inc.", "Privacy Policy", and "Cookie Notice".

RPT Case Material Management

IF you decide to download any case materials, save them in a private, secure location, and then perform a **permanent deletion** as soon as you are done with the review.

Method 1: In Windows, select the file you want to **permanently delete** and press **Shift + Delete** together. Windows will ask you to confirm. Click **Yes**. When you delete files through keyboard shortcuts, the entire “Recycle Bin” step is skipped.

Method 2: Delete the file. Then open to your “Recycle Bin” and delete the file from there, as well.



RPT Questions?

If you have any RPT questions, please feel free to contact:

Kim Rogan

rogan@arizona.edu

(520) 626-0202

Thank you for your time and commitment to this process!