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

• 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.
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
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.
Select the candidate’s name to view the dossier materials.
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
To read the dossier, select the Read Case button in Case Materials.
# RPT Case Review

Dossier materials in RPT are organized into two main parts:

<table>
<thead>
<tr>
<th>Candidate Packet (or Dossier)</th>
<th>Internal Sections</th>
</tr>
</thead>
</table>
| **Sections:**  
1- Summary Data Sheet  
2 – Candidate’s Workload Assignment  
2A – Pandemic Impact Statement  
3 – Department and College Criteria  
4 – Curriculum Vitae  
4A – List of Collaborators  
4B – Representative Work  
5 – Candidate Statement  
6 (A&B) – Teaching Portfolio and Resources  
7 (A&B) – Portfolio for Leadership, Extension, Service or Innovation  
8 – Graduate Interdisciplinary Programs (GIDPs) | **Sections:**  
8A – GIDP Evaluations  
9 (A&B)– Peer Observation AND Provost Award for Innovations in Teaching (PAIT)  
10 (A&B) Letters from Independent External Reviewers and Collaborators  
11 – Internal Evaluations* |

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

The notes will appear on their own tab and can be exported.
Annotations are added from the lower right corner of the viewer.

Click on the note icon to add an annotation to the displayed document.
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.
Click the “view” icon to turn on or off the display annotations display.
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/](https://product-help.interfolio.com/)
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**.
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.
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!

The University of Arizona