Candidate Submission Process for Review, Promotion, and Tenure (RPT)

Office of the Provost
Faculty Affairs
Review Promotion and Tenure (RPT)

Review, Promotion & Tenure is an online system for carrying out formal faculty reviews in a shared governance context (including tenure, promotion, sabbatical leave, merit review, and any other sequential review), built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

In addition, maintaining the integrity and consistency of the review process, as well as increasing the visibility of reviews to eliminate or mitigate procedural errors.
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Why?

- A need for a document sharing and evaluation tool to conduct **online review with less paper output**.
- Maintain a **consistent and transparent process** for all types of faculty promotion reviews.
- Management or elimination of procedural errors.
- **Give back time to faculty and committee members** after training and implementation of the systems for all reviews processes.
- Most efficient system that can closely imitate **our current policies and shared governance** for promotion reviews, beginning with departments/units through to the final decision.
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Completed Items for RPT Implementation

Implementation Items Completed

• 2019-2020 - Piloted with university committee’s review of dossiers for continuing status and tenure track faculty.

• 2020-2021 - Trained department, unit and college level coordinators, heads/directors and committee members to use RPT for external and internal evaluations.

• Track transfer reviews, career-track promotions, continuing and tenure track promotions (including 3rd year retention, 6th year mandatory reviews and promotion to full)
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2021-2022 – Candidates will submit dossier materials directly into the RPT system using the 2021-2022 dossier template.

- Departments, units, colleges and university level will continue to conduct reviews of materials in RPT.
  - Previous workshop presentations for committee members, heads/directors, and department/unit coordinators on promotion reviews are on the Promotion Workshop Schedule.
  - Direct submission process for candidates workshop presentation and recording will be posted to the Promotion Workshop Schedule.

What is next?
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Agenda

- Login to RPT
- Organization of materials before upload to RPT
- Uploading documents to sections of the dossier
- Using information from UA Vitae – Robbie MacPherson, Principal Enterprise Business Analyst, UITS
- Submission of documents
- Questions and contact information
Login to RPT

Login using the red button:
https://uavitae.arizona.edu/

- Enter your **Net ID and password** to access the menu for RPT.
- **Google Chrome** is the preferred internet browser for the system.
On your **first login**, you will be asked if you want to go to your **Dossier** account or to the institutional products from Interfolio.

Simply **choose The University of Arizona** to proceed.
After login, access the submission area by selecting Your Packet under Home in the left side panel. Or, select your name under My Tasks.

After selecting Your Packet, you will be directed to select your active case.
Overview outlines the packet requirements, instructions, preview and progress toward submission for each section or subsection of the dossier.
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Organization of materials

Helpful Hints and Resources

• Use the **template headings and subheadings** to organize your materials in the section.

• **Create a table of contents** to introduce and help reviewers to navigate through your representative work (4B), teaching portfolio (6A/6B) and/or leadership/service portfolio (7A/7B).

• When materials are edited and final, ask a mentor or a senior faculty members to review the content.

• **Check with your department or unit** regarding the due dates of required materials for your review.

Resources from Erin Robbins, College of Humanities: [https://arizona.app.box.com/s/36oe7edwoty7rv9vshrv2zwatqwg4lzt](https://arizona.app.box.com/s/36oe7edwoty7rv9vshrv2zwatqwg4lzt)
Before uploading documents, please check for the following:

- Check if final, edited version of documents are ready for upload. *Pandemic Impact Statement, Curriculum Vitae, Representative Work* and *Candidate Statement* are given to external reviewers. **See next slide for details.**
  - Candidates can request their Teaching Portfolio and Leadership/Service Portfolio are sent to external reviewers.

- Only **MS Word** or **Adobe PDF** are acceptable file formats and a **100 MB limit** for a single file.

- Are materials searchable for phrases or words? If not sure, before uploading a pdf, please use the OCR tool in Adobe Acrobat Professional DC to recognize text. Once complete, save and upload to the appropriate section.
Candidate Sections available for direct submission.

The sections of the dossier for the candidate’s packet (dossier):

• Section 1 – Summary Data
• Appendix A – Shared Appointment (if applicable)
• Section 2, 2A – Summary of Workload and Pandemic Impact Statement (required)
• Section 3 – Criteria for Department/Unit and/or College
• Section 4, 4A, 4B – Curriculum Vitae, List of Collaborators, and Representative Work
• Section 5 – Candidate Statement
• Section 6, 6A, 6B – Teaching Portfolio
• Section 7, 7A, 7B – Portfolio for Leadership, Extension, Service, and Innovation
• Section 8 – Graduate or Other Interdisciplinary Program Membership and Contributions

Sections in bold type are sections/subsections available for direct submission by the candidate. Other sections will be uploaded by the department, unit or college.

Please check with your department/unit if you will submit materials or if all of your materials will be uploaded by the department/unit.
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Select **Packet** to begin submitting documentation for each section/subsection of the dossier.
Packet will show the due date for the submission and if the section or subsection is unlocked to allow upload of document(s).
To upload documents, select **Add** in next to the section/subsection name.
Select **Add New File.**
Drag/Drop file or select **Browse to Upload**. Select **Add** when ready for system to upload to section/subsection.
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View the uploaded materials by selecting **Preview** (for entire packet) or the hyperlink of the document title (for only the document).
A goldmine of information...

UA Vitae Teaching, Research, Service and Workload activity sections to some extent are aligned with P&T templates.

- Any information that is stored or saved in UA Vitae, can be retrieved.
- This is really useful when you are gathering information for your dossier.
- Use the menu option, **Vitas & Biosketches** to run a report of your entered activities and attachments.
- Adjust the date range to capture what you need.
- Export your information to Word.
When a section or subsection is ready for submission, the **Overview** screen will indicate documents have been uploaded to a section. Navigate to **Packet** to submit documents.
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Click **Submit** to submit document(s) in each section/subsection when ready.
Confirm submission and note the section/subsection will be locked.

Confirm

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Section 2: Candidate's Workload of Assignment at this time?

Yes  No
Packet section/subsection changes to indicate the document was submitted.

For more information, please see the Candidate’s Guide to Interfolio’s Review, Promotion, and Tenure.
Questions, please contact Faculty Affairs.

Contact Us

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