

Candidate Portion

The RPT dossier-builder automatically indexes all PDFs. The only exception is audio and video files, for which links should be provided via an open URL (not password protected). If any materials present unique challenges, especially books for which no PDF version is available for upload, please confer with [Jennifer Love](#), Academic Affairs Program Planning Officer, for further guidance.

Candidates are encouraged to upload their materials directly, but department or college administrators *may* choose to make themselves available to upload materials if deemed necessary for consistency and completeness.

Dossier components should be uploaded as segments into the following sections within the RPT application:

Curriculum Vitae

File named: CV

Teaching Statement or Portfolio *(follow College or School requirements)*

File named: Teaching Statement (or Teaching Portfolio)

Student Evaluations

- *Summary of Student Evaluations:*
File named: summary of student evaluations
- *Student comments (combine into one PDF for each course)*
Files named: student comments_course #_YYYY_semester (Fa, Sp or Su)

Peer teaching evaluations

Files named: peer teaching evaluation by (reviewer's last name, first initial)

Course Materials

Examples of original teaching materials from each unique course taught *(no need to include materials from the same course taught over several semesters)*

Name each document:

YYYY_semester_COURSE number_ (title of document) Examples:

2014_spring_ENGL322_syllabus

2015_fall_CHEM131_final exam

2016_fall_BIOL402_comments

Research/Creative Works Statement

File named: Research (or Creative Works) Statement

NOTE: department standards dictate whether this describes grant-funded research or scholarly/creative works. Articles, books, research grant proposals, etc., if they are to be provided, should be uploaded to the Supplemental Materials section.

Service Statement

File named: Service Statement

Supplemental Materials

In most cases the candidate will suggest what is to be included and will upload this material after consultation with the Chair. However, the Provost's reviewers require that any unpublished material listed on the CV, e.g., works in progress, must be loaded here. For works that are too preliminary to include as works in progress, please discuss them in the Research Statement rather than listing them on the CV.

*In general, Supplemental Materials may include the following (and will display to reviewers in the order of upload). PLEASE NOTE that the application generates **URL links** to these materials. Reviewers need only click on the link in order to see the supplemental material.*

Comprehensive List (signed by the Chair) of contents of Supplemental Materials section [required in Arts & Sciences only]

1_Books

– typically, authors can gain access to a PDF version from publishers
List each as 1.01 (author, title, etc.), 1.02, 1.03, etc., starting with the earliest publication.

2_Articles

List each as 2.01 (details), 2.02, 2.03, etc., starting with the earliest publication

3_Research Grants

List each as 3.01 (details), 3.02, 3.03, etc.

4_Reviews of grant proposals or manuscripts

5_Unsolicited letters describing contributions to community, awarding of prizes, gratitude of

students and professional colleagues, contracts for future publications

6_Other

List each as 6.01 (details), 6.02, etc. Include links to webpages or external audio or video files here.

Department Portion

Annual Reviews

- Chair's summary of candidate's annual reviews
- Individual annual reviews from each previous year
- Any previous mid-probationary, tenure or promotion recommendation letters from Chair, Dean and Provost

External Reviews

- Each reviewer letter, named: (last name, initial) review by (reviewer's last name)
- External reviewer CVs (optional)

NOTE: At least six external reviews are mandatory for Tenure and Promotion/Full Professor files. External reviews may be optional for Mid-Probationary files as determined by local departmental standards. In such cases, please load a statement saying external reviews are not applicable in this instance.

Department Faculty Vote and Comments

- Report of departmental personnel/reviewer subcommittee (if used)
- Separate summary of faculty vote
- Individual department reviewer recommendations if used (in A&S, use Committee Confidential Recommendation Forms).

All written evaluations of tenure candidates submitted by faculty reviewers, chairs and deans should provide a clear statement of the following, and why or why not:

- ✓ *whether the candidate's Teaching performance is Ineffective, Effective, or Excellent*
- ✓ *whether the candidate's Scholarly Work is Ineffective, Effective or Excellent*

Department Chair Recommendation

- Chair's recommendation letter, named: (last name, initial) letter from Chair

The letter from the Chair should make the case for or against retention, tenure and/or promotion, based on materials and evaluations submitted to date, explicitly compared to departmental standards for same.

All written evaluations of tenure candidates submitted by faculty reviewers, chairs and deans should provide a clear statement of the following, and why or why not:

- ✓ *whether the candidate's Teaching performance is Ineffective, Effective, or Excellent*
- ✓ *whether the candidate's Scholarly Work is Ineffective, Effective or Excellent*

College or School Portion

College Vote and Comments

- Summary of college committee vote
- Individual committee reviewer recommendations or committee report as appropriate, named: (Candidate's last name, first initial) College (or School) Cmt rev by (reviewer last name, first initial)
- Report of departmental personnel/reviewer subcommittee (if used)

All written evaluations of tenure candidates submitted by faculty reviewers, chairs and deans should provide a clear statement of the following, and why or why not:

- ✓ *whether the candidate's Teaching performance is Ineffective, Effective, or Excellent*
- ✓ *whether the candidate's Scholarly Work is Ineffective, Effective or Excellent*

Dean's Recommendation

- Dean's recommendation letter, named:
(Candidate's last name, initial) letter from Dean

The letter from the Dean should make the case for or against tenure and promotion, based on materials and evaluations submitted to date.

Main and Campus-Wide Committee Portion

A main and branch campus-wide faculty advisory committee, chaired by an Associate Provost, reviews all retention and tenure and promotion files, but currently not lecturer promotion files. In every case, a two-person subcommittee reviews the candidate's file and makes a recommendation. In cases where recommenders split, both offer negative recommendations, or where other questions about the candidate's qualifications are deemed worthy of deeper review, the committee chairperson either resolves the split or moves the file to review by the full committee. In the latter case, the candidate's dossier will be made available to the full committee for discussion and vote. The committee may request additional materials, such as teaching evaluations, annual reviews, or other supplementary materials.

The 2-person subcommittee written assessments are loaded into RPT.

Candidates will be officially notified of the outcome of the review no later than June 30, 2018.