# 2018-19 RPT (Retention, Promotion, and Tenure) application

# **Candidate Instructions**

Access the RPT app at <u>rpt.unm.edu</u> and login using your UNM NetID and password.

This simple application allows each promotion, tenure and mid-probationary (retention) candidate to build a dossier, submit the dossier to the next level of review, and track that dossier as it moves through each level of review.

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urriculum Vitae	2	
eaching Statement or Portfolio	0	
eaching Record	10	
ourse Materials	3	
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## **Adding Documents**

The dossier build screen is pre-populated with standard categories such as Curriculum Vitae, Teaching Statement, etc. As a candidate, you can simply drag and drop items into each appropriate category or, if preferred, you can browse your computer for files to add.

All files — other than supplemental materials — must be converted to PDF prior to upload.

Refer to the **Organization of Contents** to confirm materials and file-naming requirements for each section.

Once files are added, they will be saved automatically. You will have the ability to delete any items uploaded in error.

Course Materials les must be less than 1GB and of PDF form	at .	
	Drop files here or click to upload	
SKMBT_C65418060515390.pdf	Delete	
	Back to Dossier Sections	

Click "Back to Dossier Sections" to move on and upload to the next category.

The dossier builder will show the number of files uploaded to each category, which will help your track your progress.

Dossier Sections for Professor Smith	
Click on each section name below to add files to that dossier section. When you are read below. If you are satisfied with your dossier, click "Submit Final Dossier" to send your do Curriculum Vitae	
Teaching Statement or Portfolio	0

Files in each section will appear in the pre-programmed 0-9 and A-Z ordering format.

After the upload of all documents is complete, click the "Compile Dossier" button. This will convert your file into one PDF, with bookmarks.



After compilation is complete, the "Compile Dossier" button will change to "View dossier."

Service Statement	1	
Supplemental Materials	4	
Last dossier build succeeded. Dessler last updated less than a minute ago.		
View dossier		
Submit Dossier for Department Review		
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# **Reviewing the Dossier**

The RPT app allows the candidate to jump from section to section using the PDF bookmarking feature while reviewing their dossier before submittal to the department reviewers. This feature will vary based on the browser the candidate and reviewers are using.

Below are examples of this bookmarking function in different browsers:

#### Google Chrome (recommended)

Jack Smith, PhD University of New Mexico Anderson School of Management Albuquerque, NM 87131	Bookmarks as they appear in Google Chrome	Bookmarks Curriculum Vitae Curriculum Vitae Course Materials Research Statement Service Statement Supplemental Materials
EDUCATION University of Pennsylvania, the Wharton School of Busin Ph.D. Applied Economics, <i>expected</i> May 20XX.	xess, Philadelphia, Pennsylvania	

# **Internet Explorer**

Bookmarks (*) T B: - B: -	Bookmarks as they appear in Internet Explorer	Jack Smith, PhD
	University of New Mexico Anderson School of Manage Albuquerque, NM 87131	

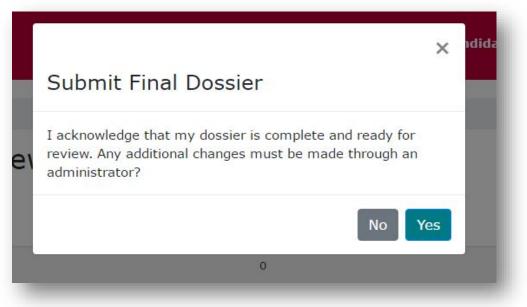
#### Candidates are advised to review and save their dossiers before final submission to next level.

# **Submitting Dossier for Departmental Review**

When dossier is final, select "Submit Dossier for Department Review."

Supplemental Materials	4	
Last dossier build succeeded. Dossier last updated less than a minute ago.		
View dossier		
Submit Dossier for Department Review		

This popup message will then appear:



Your department now has access to review the dossier. You no longer have access, but may still add files by submitting them directly to your Department Administrator.

## Need help?

Please email <u>rpthelp@unm.edu</u> for all technical and procedural questions.