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

Candidate Instructions

Access the RPT app at [rpt.unm.edu](rpt.unm.edu) 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.


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.
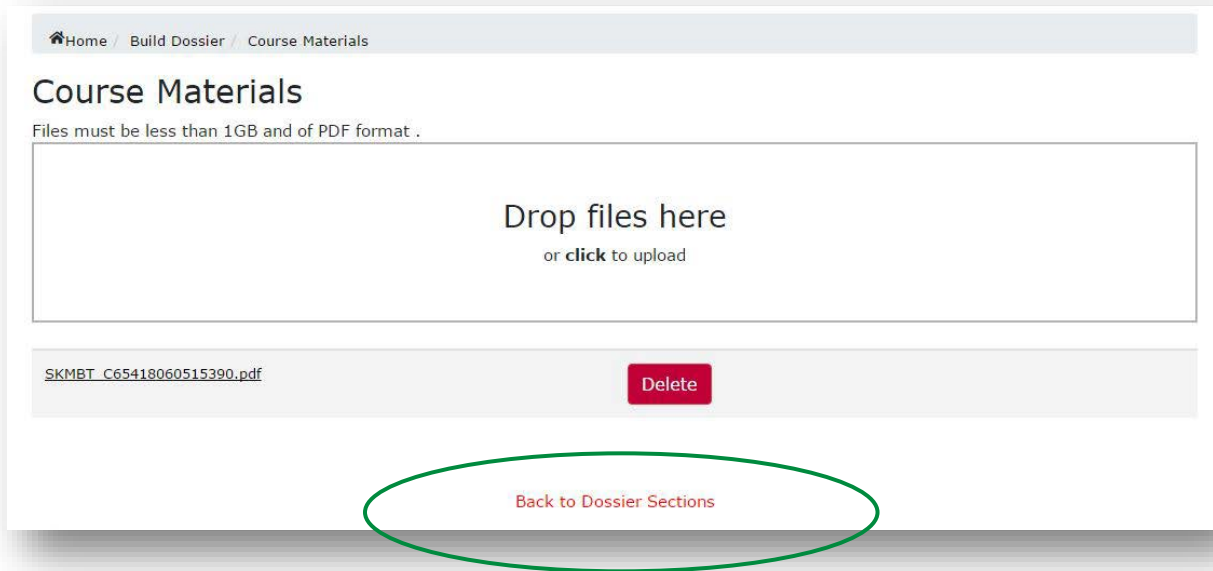

Click "Back to Dossier Sections" to move on and upload to the next category.

The dossier builder will show the number of files uploaded to each category, which will help your track your progress.
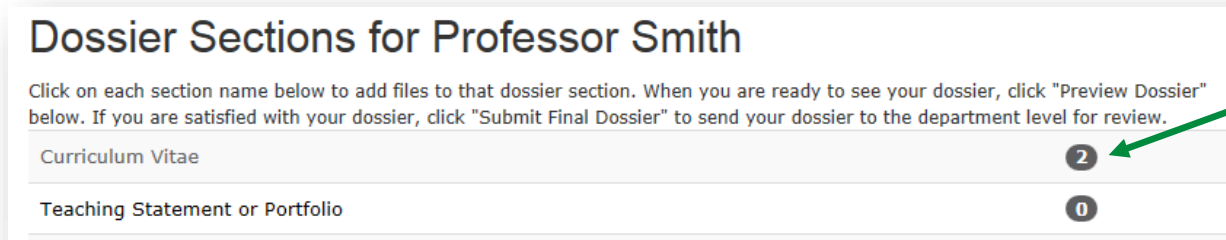
Files in each section will appear in the pre-programmed 0-9 and A-Z ordering format.

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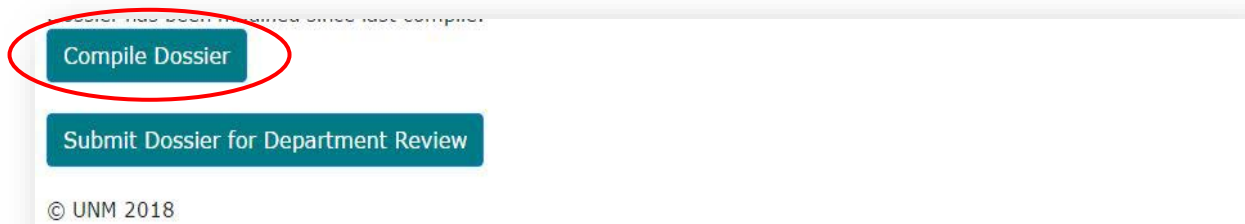
After compilation is complete, the "Compile Dossier" button will change to "View dossier."

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)*

Internet Explorer

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.
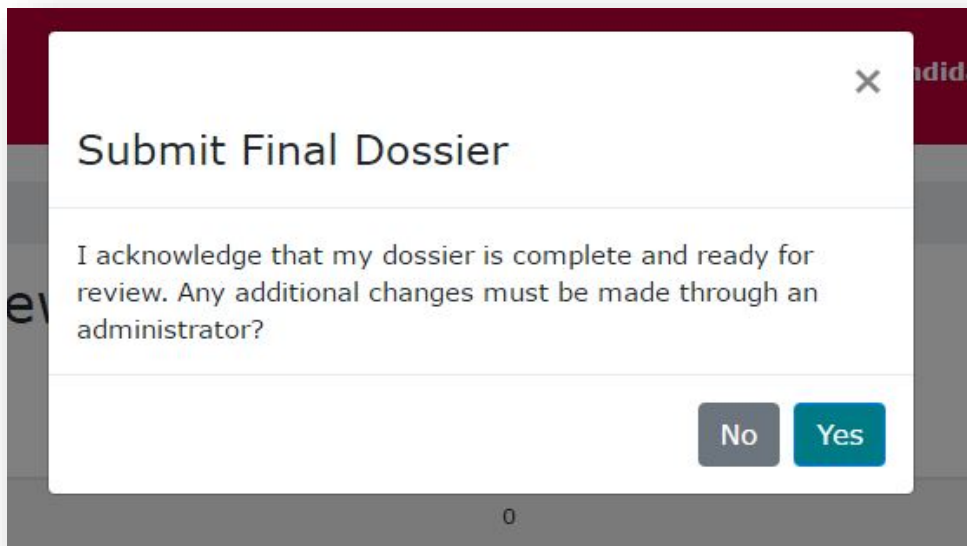Dossier last updated less than a minute ago.

View dossier

Submit Dossier for Department Review
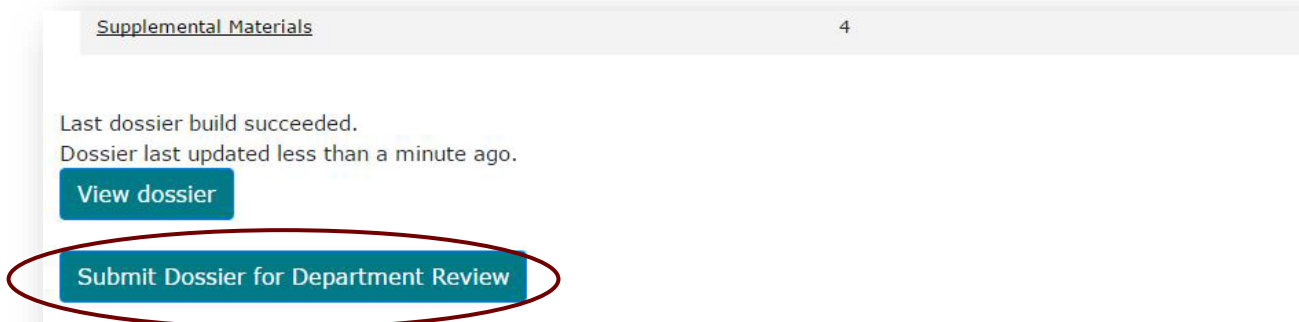
This popup message will then appear:

Submit Final Dossier

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I acknowledge that my dossier is complete and ready for review. Any additional changes must be made through an administrator?

No   Yes

0

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 rpthelp@unm.edu for all technical and procedural questions.