

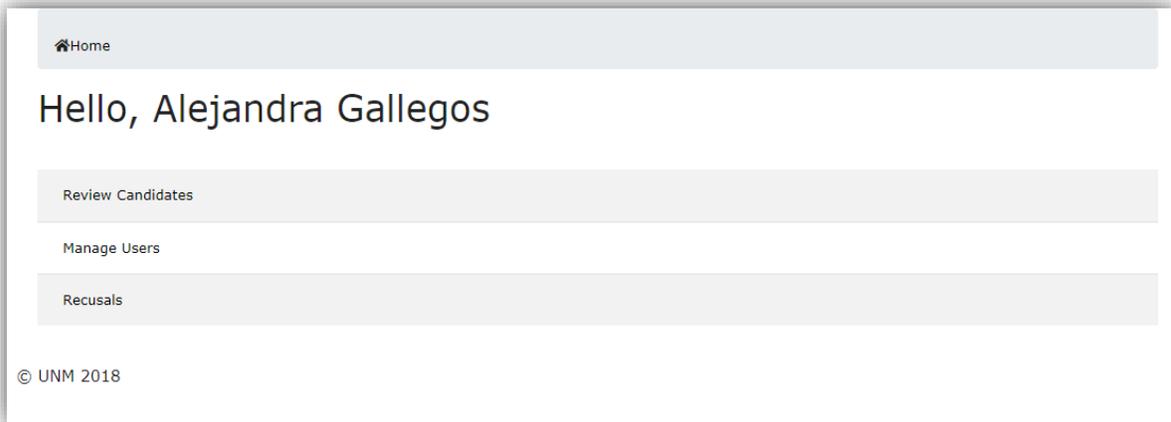
RPT (Retention, Promotion, and Tenure) Application

Department Administrator Instructions

Use your UNM NetID and password to log into rpt.unm.edu

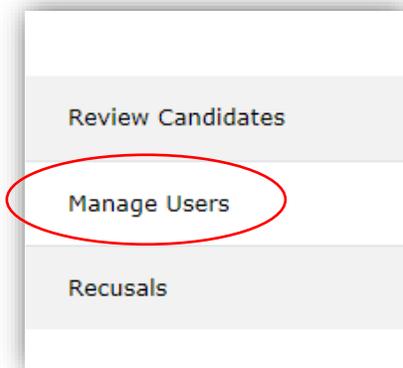
Department Administrators (DAs) will add each of their candidates under review for promotion to Full Professor, Tenure and Promotion, Mid-Probationary (Retention) Review, and Lecturer Promotion.

DAs also control the file access of all department reviewers as well as the Chair or Director.



Adding Users

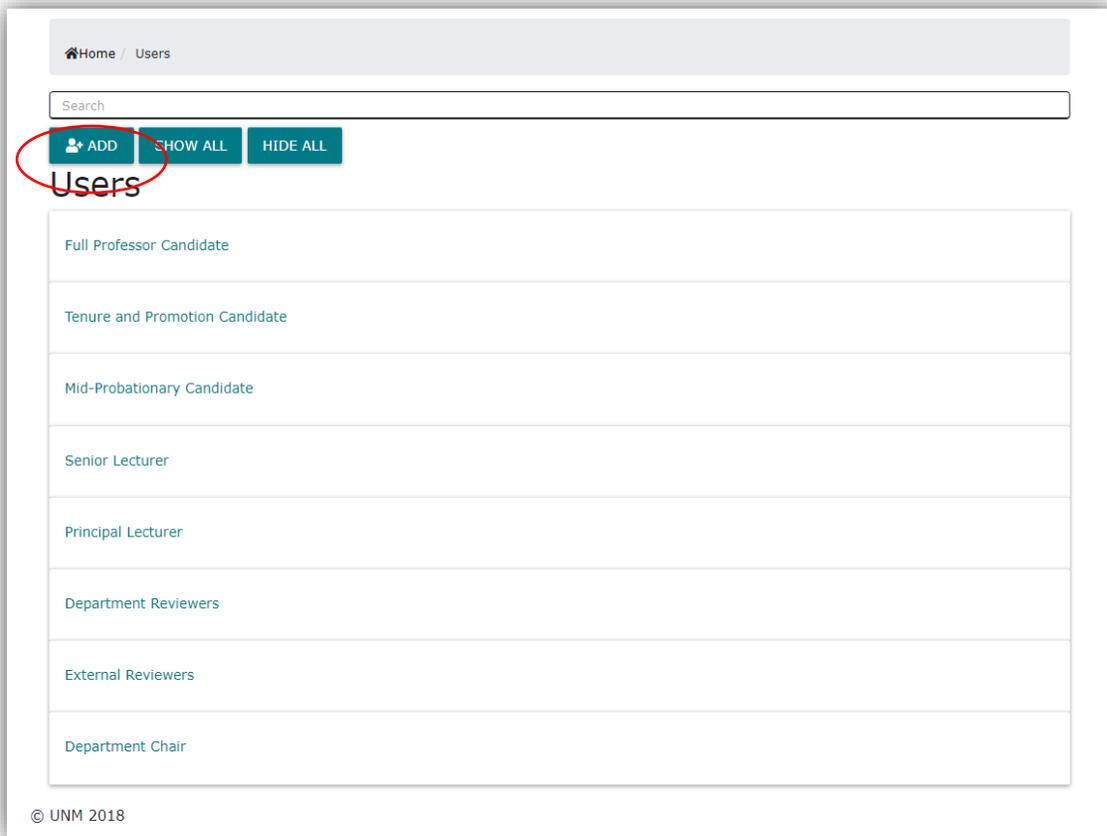
Click on “Manage users” to add **Candidates, Department Reviewers and Chair/Director** to the app.



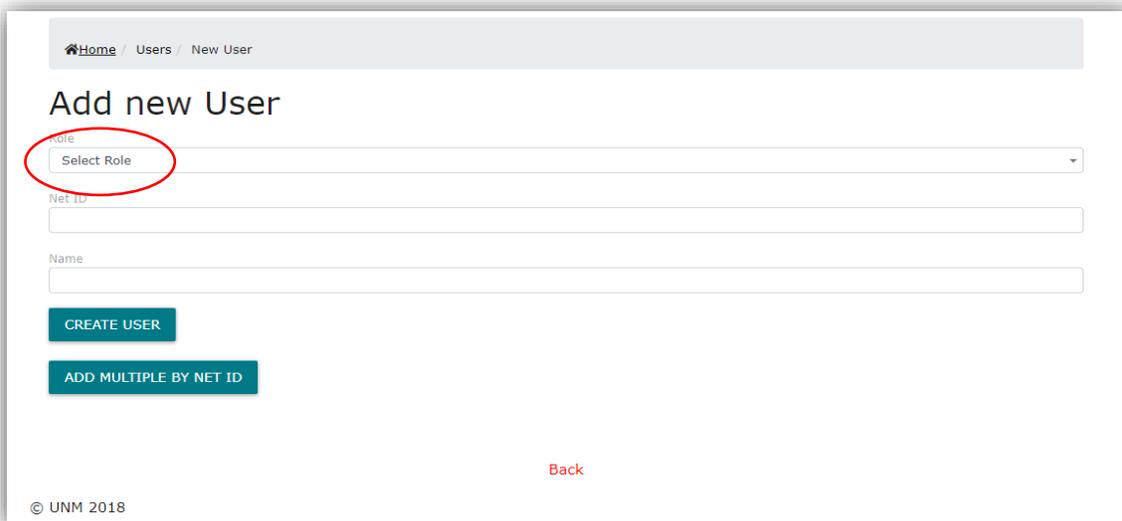
You have two options to add users on the following page:

Option 1:

Click “Add” button at the top of user page:



“Select Role” to match the role of the user about to be added:



Add the user’s **NetID** (not the Banner ID). The user name should auto-populate.

Click “Create User.”

Home / Users / New User

Add new User

Role
Full Professor Candidate

Net ID
fcertain

Name
Francisco Certain

CREATE USER

ADD MULTIPLE BY NET ID

[Back](#)

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The next page will confirm that the user was successfully added and will verify the user's information.

Home / Users / Show User

NetID: fcertain

Name: Francisco Certain

Roles:

- Full Professor Candidate,Anderson School of Management,Accounting

Unit: Anderson School of Management

Department: Accounting

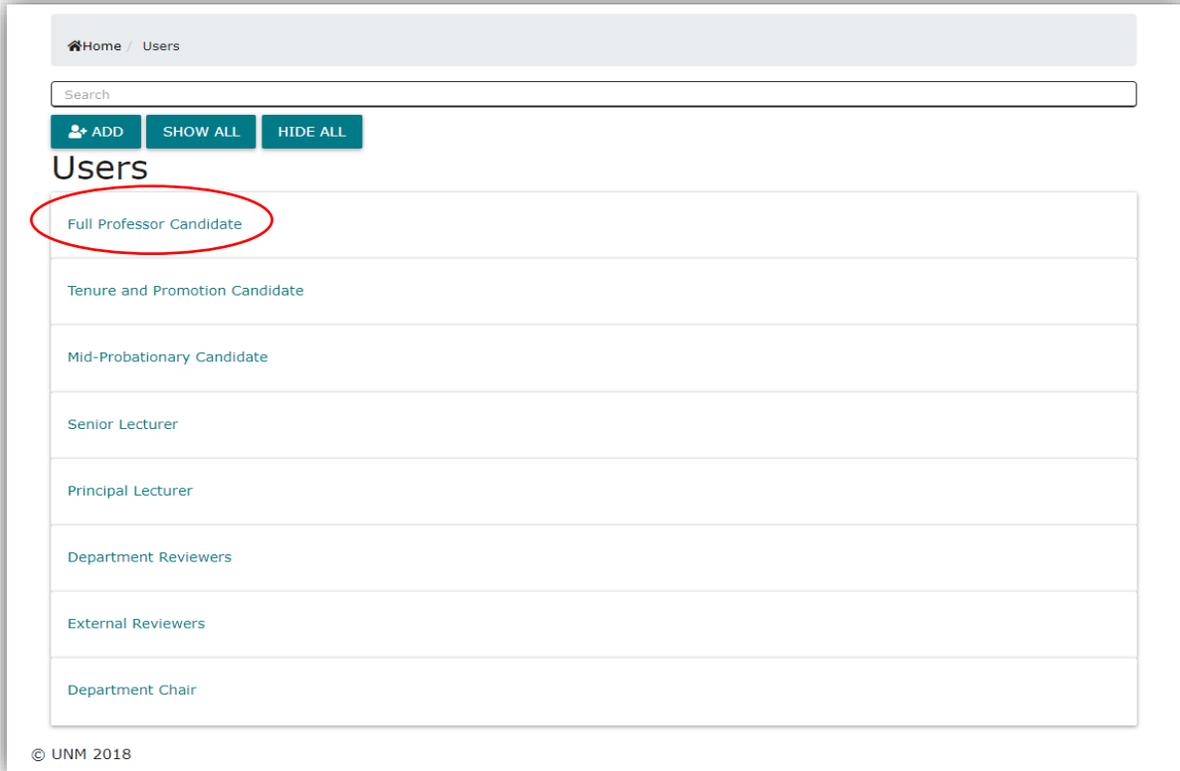
[Back](#)

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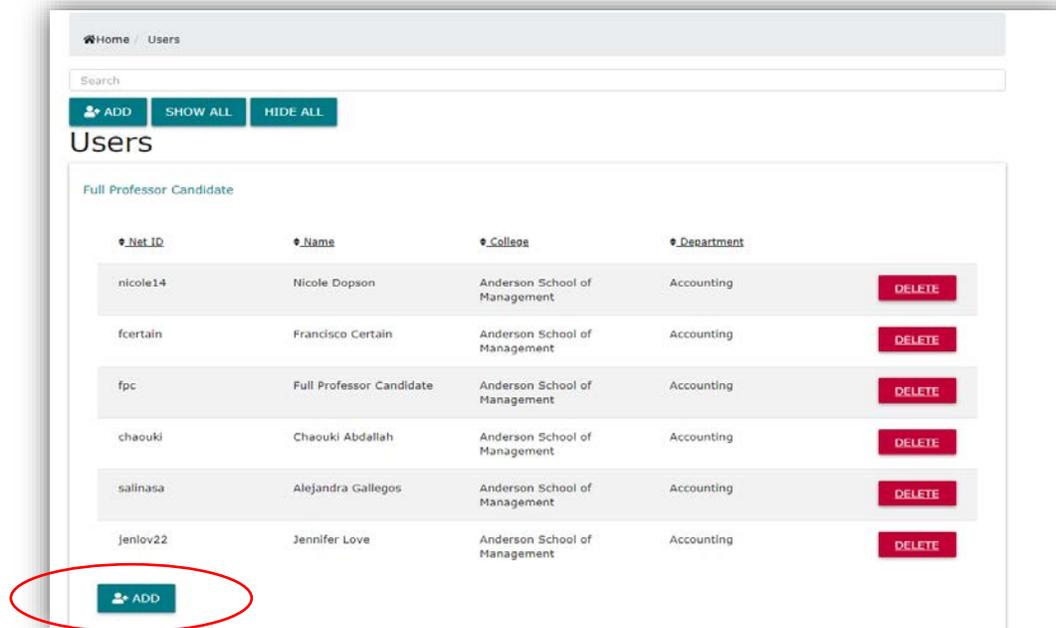
You may click the “Back” button at this point and it will take you to the Manage Users home page.

Option 2:

Add user by their specific role. For example, you may add a full professor candidate within that section:



Clicking “Full Professor Candidate” will bring up a drop down menu for full professor candidates only.



Click the “Add” button at the bottom left corner of the drop down to add each candidate.

Enter the candidate's **NetID** (*not the Banner ID*), and the candidate's name should populate. Then click "Create User."

Home / Users / New User

Add new Full Professor Candidate

Net ID
fcertain

Name
Francisco Certain

CREATE USER

ADD MULTIPLE BY NET ID

[Back](#)

© UNM 2018

The next page will confirm that the user was successfully added and will verify the user's information.

Home / Users / Show User

NetID: fcertain

Name: Francisco Certain

Roles:

- Full Professor Candidate, Anderson School of Management, Accounting

Unit: Anderson School of Management

Department: Accounting

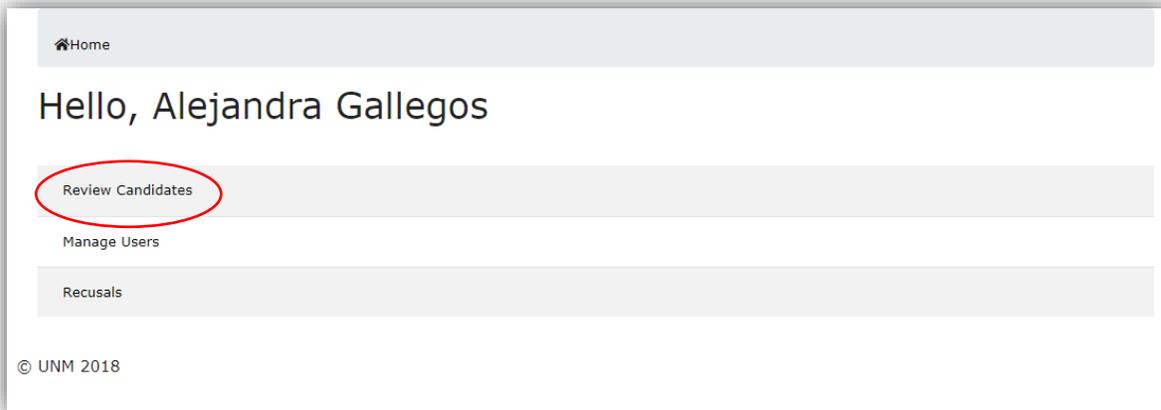
[Back](#)

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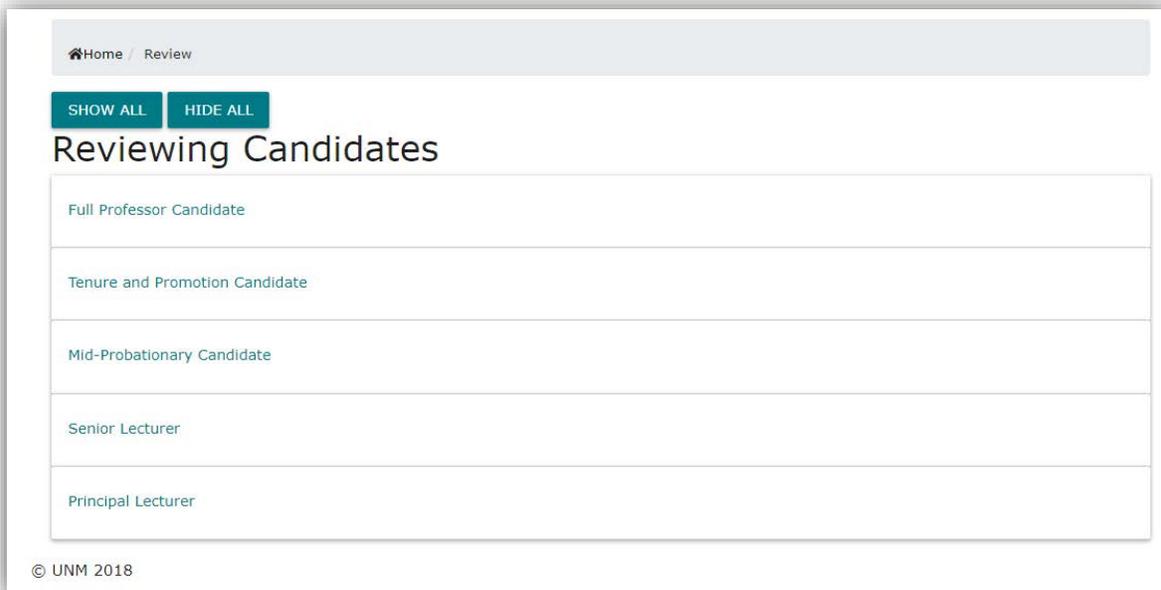
Clicking "Back" will take you to the "Manage Users" home page.

Clicking "Home" will take you to the RPT home page.

Reviewing Candidates



Clicking on “Review Candidates” brings up the following screen:



Click the rank of the candidate you wish to review. As the department administrator, you can track the files of each of the candidates in this section.

Home / Review

SHOW ALL HIDE ALL

Reviewing Candidates

[Full Professor Candidate](#)

Net ID	Name	College	Department	Review Level		
fpc	Full Professor Candidate	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
jenlov22	Jennifer Love	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
chaouki	Chaouki Abdallah	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
nicole14	Nicole Dopson	Anderson School of Management	Accounting	College Admin	REVIEWERS	NOT AVAILABLE
salinasa	Alejandra Gallegos	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
fcertain	Francisco Certain	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW

In this screen shot, Professor Abdallah’s file is at the Candidate level, as indicated in the “Review Level” column. As you can see all “Dossier” buttons are turquoise colored indicating that the department admin can view the file; however Professor Dopson’s file is red, this indicates that her file has passed the department level as is no longer accessible to the department. It is now at the college level.

Recusal of Reviewers from individual faculty files

There may be times when reviewers cannot or should not see a specific faculty file.

Home / Review

SHOW ALL HIDE ALL

Reviewing Candidates

Full Professor Candidate

Net ID	Name	College	Department	Review Level		
fpc	Full Professor Candidate	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
jenlov22	Jennifer Love	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
chaouki	Chaouki Abdallah	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
nicole14	Nicole Dopson	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
salinasa	Alejandra Gallegos	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
fcertain	Francisco Certain	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW

To recuse a specific reviewer from a candidate's dossier, click on the "Reviewers" button to reach the following screen:

Home / Review / Reviewers

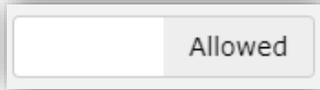
Reviewers for Alejandra Gallegos

Name	Net ID	Recused?
External Reviewers	external@example.com	<input type="checkbox"/> Allowed
Department Reviewers	dr1	<input type="checkbox"/> Allowed
Department Chair	dc1	<input type="checkbox"/> Allowed
	wisam.quais@gmail.com	<input type="checkbox"/> Allowed
Jennifer Love	jenlov22@yahoo.com	<input type="checkbox"/> Allowed
Richard Wood	rlwood	<input type="checkbox"/> Allowed
Lorena Blanco-Silva	lblanco	<input type="checkbox"/> Allowed
Alejandra Gallegos	salinasa	<input type="checkbox"/> Allowed

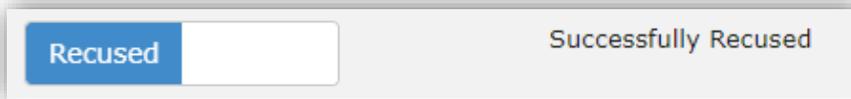
✓ FINISH

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To restrict access for individual reviewers, slide the “Allowed” button to the left.



The button will then change to:

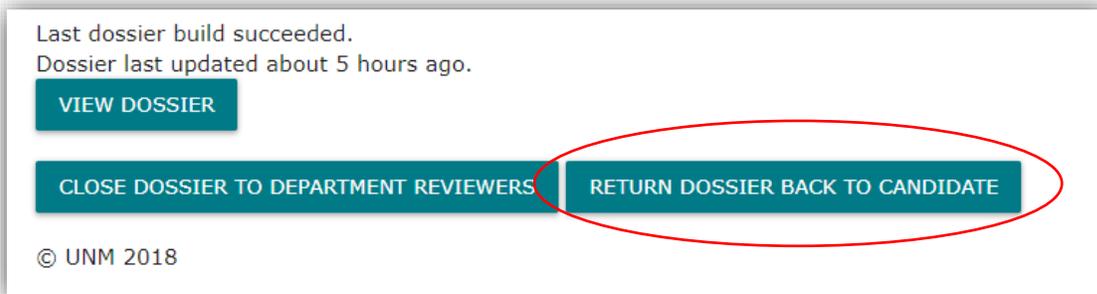


Once this process is complete, that reviewer will be restricted from viewing that specific file.

Viewing the Dossier

Clicking on the turquoise “Review” button  will allow you to view the dossier and add department-level documents. *Only the candidate may add or delete content at the candidate’s level.* If the candidate wishes to add additional materials after submitting his/her dossier to the department, the DA can return the dossier to the candidate for changes. However, *this may not occur if the file is already in the process of review.*

If the dossier has not yet been shared with department reviewers, you may return the document to the candidate by clicking the button circled below:



Closing and sharing the Dossier

After reviewers have submitted their recommendations, the DA will need to close the dossier to the reviewers *before* adding those faculty recommendations. These are confidential documents, which at this point only the chair/director has the privilege to see.

Home / Review / Build Dossier

Update and Review Dossier for Alejandra Gallegos

Name	Files
Annual Reviews	0
External Reviews	0
Department Vote and Comments	0
Letter from Department Chair	0
New or Amended Documents (Department)	0

Dossier has been modified since last compile.

[COMPILE DOSSIER](#)

[CLOSE DOSSIER TO DEPARTMENT REVIEWERS](#) [RETURN DOSSIER BACK TO CANDIDATE](#)

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Adding Documents to the Dossier

Add Annual Reviews, External Reviews, and Department Votes/Comments in the appropriate sections. Once the Department Chair's letter has been written, the DA uploads that here as well. New or amended materials provided by the candidate can also be added in this section.

Home / Review / Build Dossier

Update and Review Dossier for Alejandra Gallegos

Name	Files
Annual Reviews	0
External Reviews	0
Department Vote and Comments	0
Letter from Department Chair	0
New or Amended Documents (Department)	0

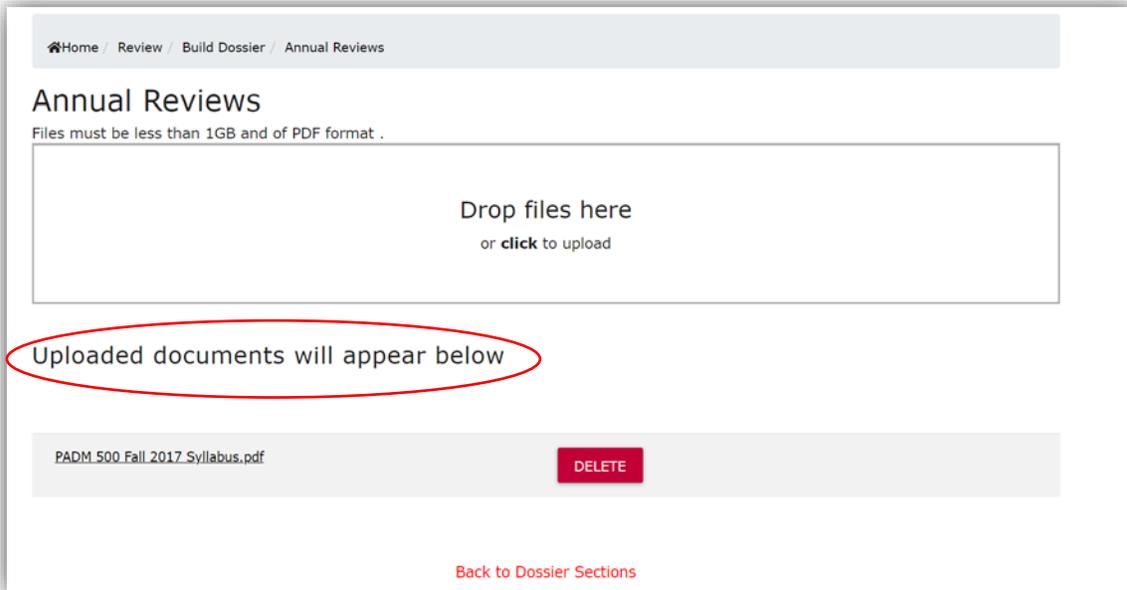
Dossier has been modified since last compile.

[COMPILE DOSSIER](#)

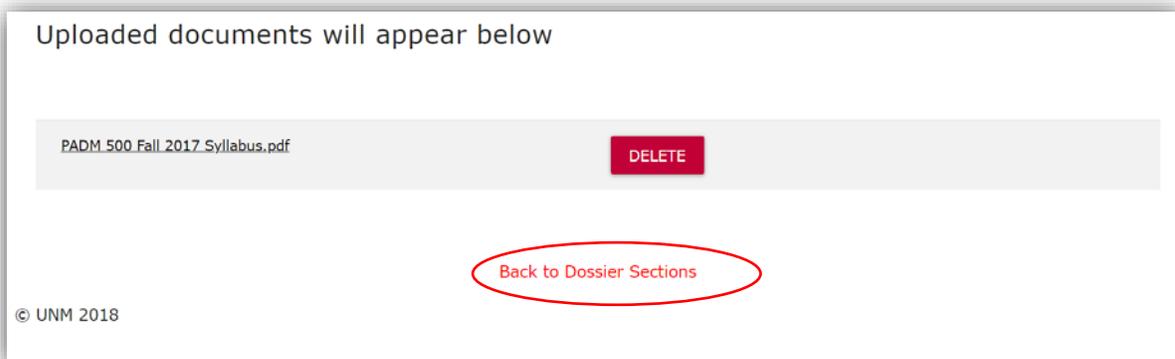
[CLOSE DOSSIER TO DEPARTMENT REVIEWERS](#) [RETURN DOSSIER BACK TO CANDIDATE](#)

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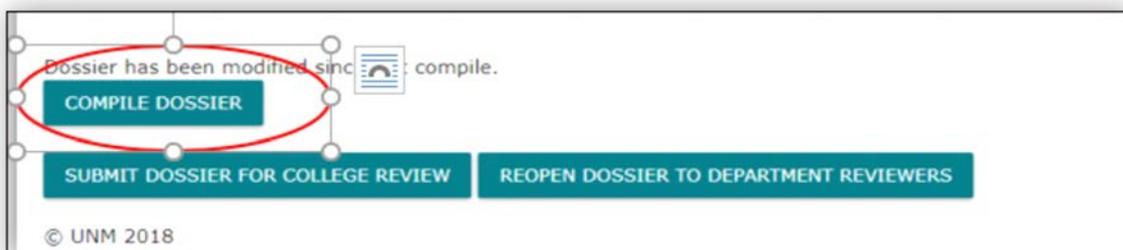
Simply drag and drop files or browse your local computer to locate them. Place in the appropriate section.



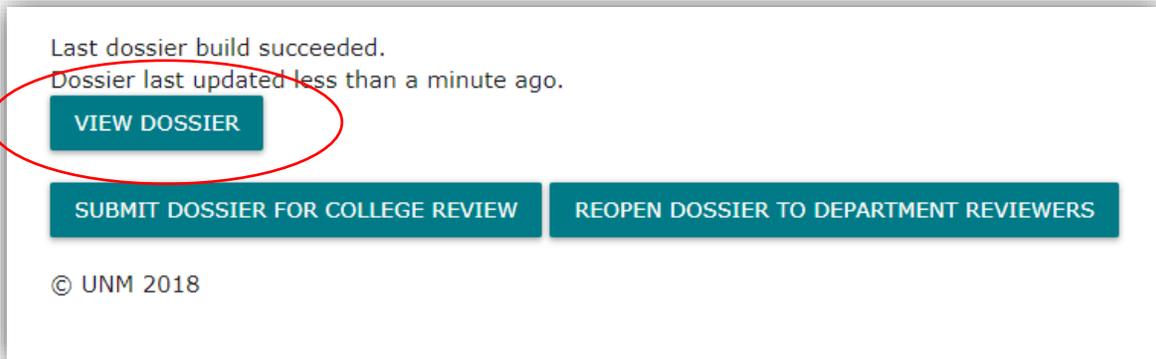
The documents you upload will appear in the gray bar. You can delete documents uploaded in error. Once you have completed uploading documents to this section, click “Back to Dossier Sections”.



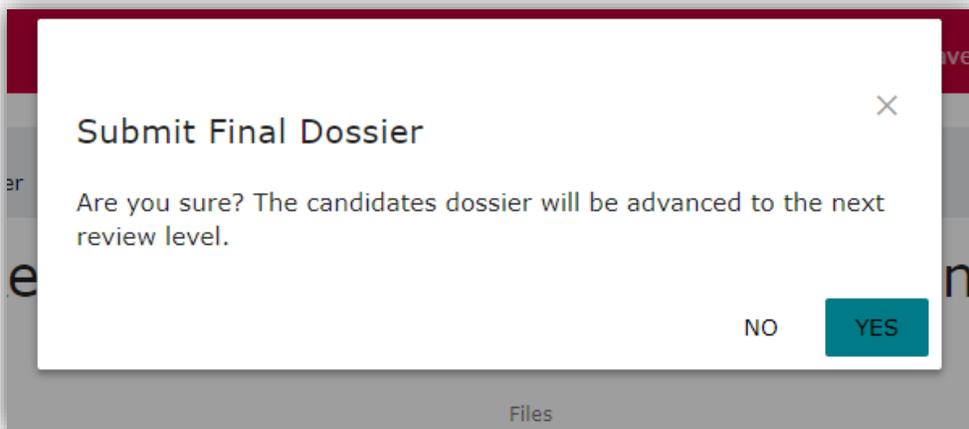
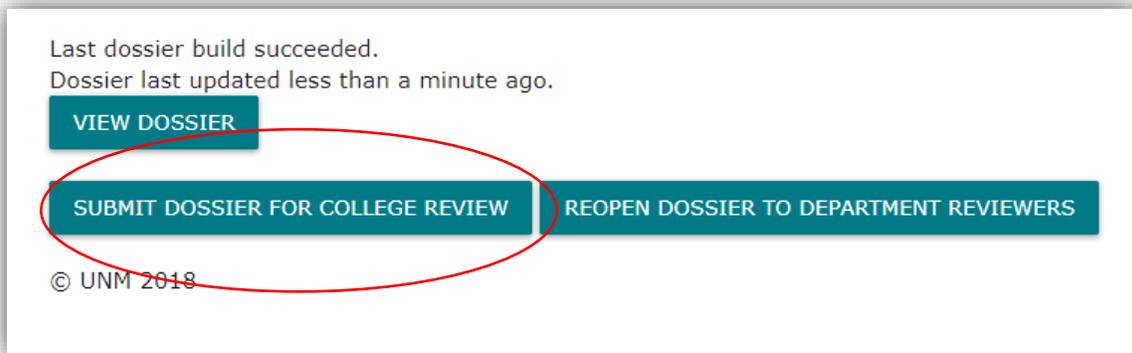
When all items have been added, you must click “Compile Dossier” in order to review it and/or submit it to other levels of review.



Each time new documents are added, compile the dossier again before previewing.
Once compiled, button will change to “View Dossier”.



Once you are confident that the file is ready to be submitted, **be sure to download a copy of the dossier for your records**. Then click “Submit for College Review”.



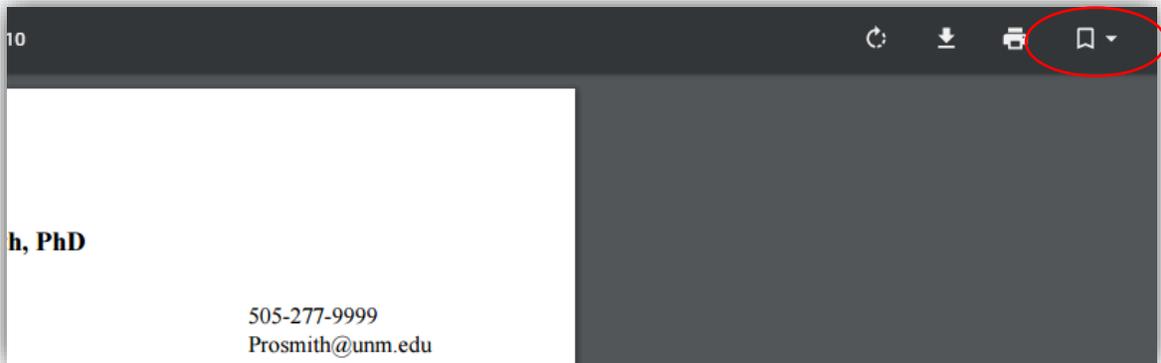
Clicking “Yes” will advance the candidate’s file to the next level of review and you will be redirected to the Reviewing Candidates screen.

Bookmarking functions

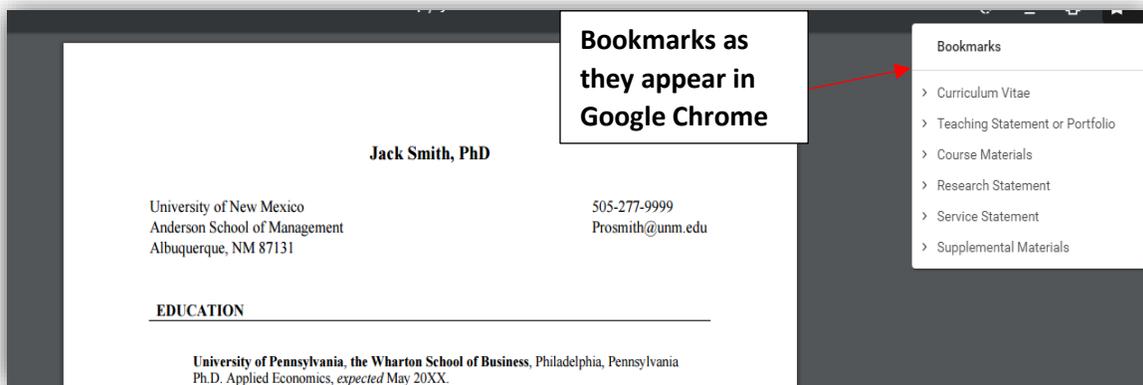
The RPT app allows you to jump from section to section using the PDF bookmarking feature while reviewing the dossier. Bookmarks will appear differently depending on the browser used:

Google Chrome

Place mouse at the top of the screen and a black tool bar will appear. Click on the bookmarks icon in the upper right corner...



...and the bookmarks will appear in a dropdown list:

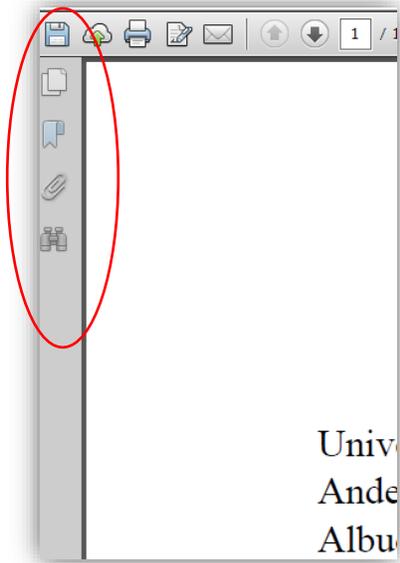


Internet Explorer

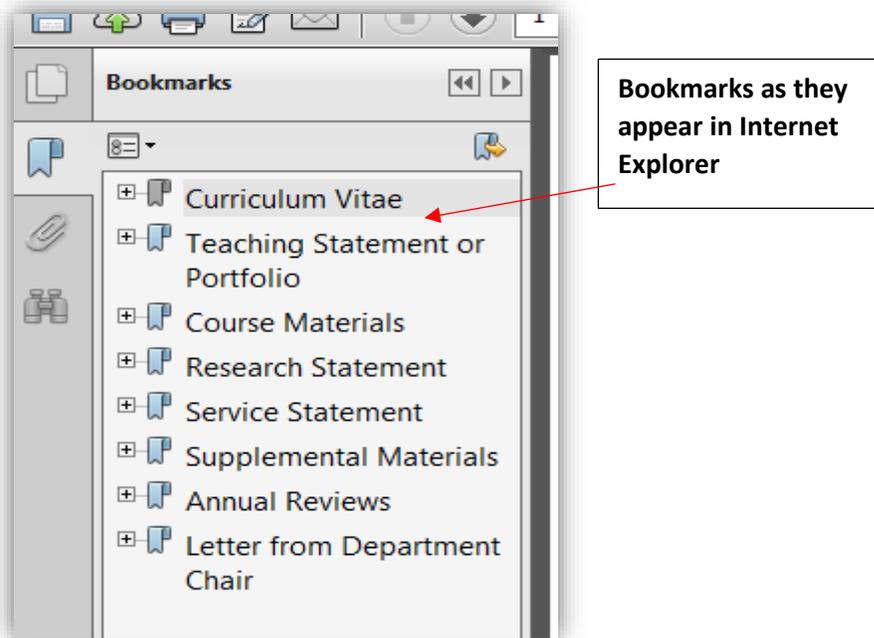
Hover your mouse near the bottom of the screen and you will see this tool bar. Click on the triangular icon on the far right.



A tool bar will appear on the left side of the screen.



Click on the blue ribbon  to open the bookmarking feature.



Need help?

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