



Tools in Review Promotion and Tenure for the RPT Administrator

Office of the Provost – Faculty Affairs

Asya Roberts



Review Promotion and Tenure

Login with **Net ID** and
Password

Use Google Chrome
or **Firefox** as Browser

Go to <https://uavitae.arizona.edu/> and
click:



Review Promotion and Tenure (RPT)

Agenda

- **Users and Roles**
 - Committee management
- **Case Materials**
 - Uploading and downloading documents
 - Requesting letters of evaluation
- **Case Management**
 - Case Review Steps
 - Sending a case forward or backward

Review Promotion and Tenure

Users and Roles

- Administrators
- Committee Managers
- Reviewers

Review Promotion and Tenure (RPT) is an online system which can facilitate reviews of faculty in a shared governance context. RPT assists in the process of managing reviews in accordance with university policies and procedures.

There are **three** main roles in the system to maintain consistency and transparency of reviews.

Review Promotion and Tenure

Users and Roles

- **Administrators**
- Committee Managers
- Reviewers

An **administrator** is usually the department/unit or college coordinator or administrative staff person that **manages** the review process by:

- **maintains the documents** for the review,
 - candidate information, external and collaborator letters and internal evaluation letters.
- **conducts checks** to ensure documents and review follows the guidelines and procedures, and
- **submits the dossier** to the next level of review.
- **can view cases at any time** before submitting to the next level of review.

Review Promotion and Tenure

Users and Roles

- Administrators
- **Committee Managers**
- Reviewers

A **committee manager** is a committee chair of a *standing* or *ad-hoc* committee and can:

- **upload documents** to case,
- **input the vote count** of the committee,
- **send forward or backwards** a case, and
- **manages the case** during the case step of the committee's evaluation.

Review Promotion and Tenure

Users and Roles

- Administrators
- Committee Managers
- **Reviewers**

Reviewers views/reads the candidate's materials, considers the criteria, deliberates and finalizes an evaluation.

Reviewers are given access to a case by an ***Administrator*** when it is ready for their review.

Reviewers can **read or download** documents when cases are accessible for their review. Faculty serving as reviewers are:

- External evaluators,
- Committee members,
- Department heads or directors
- Deans, and
- Provost

Review Promotion and Tenure

Users and Roles

- Administrators
- Committee Managers
- Reviewers

Summary of Users and Roles

- **Administrators** (staff and personnel), manages the review process at their level from case documents to submission to the next level of review.
- **Committee managers** manages the review for a committee evaluating a case.
- **Reviewers** can read/download case materials and given access when the case is ready for their evaluation.

Review Promotion and Tenure

Users and Roles

- Administrators
- Committee Managers
- Reviewers

For more information, please read the [Guide to Roles in RPT](#) from Interfolio.

Assigning roles:

- **Administrators** (staff and personnel) are assigned access by the **Institutional Administrator** after consultation with college or senior level personnel.
- **Committee managers** can be designated when *assigning a committee* to review a case.
- **Reviewers** are assigned by an administrator to have access at a case review step or sent a request for an evaluation to submit a letter to a case if external to the university.

We will transition to how to assign committee members to a committee.

Review Promotion and Tenure

Adding Committee Members

Administrators in RPT can add committee members to a committee.

Standing Committee

Ad-Hoc Committee

Determine if committee is:

- a **standing committee** (members will not change and will review all cases in a department, unit or college), or
- an **ad-hoc committee** (members are specific for a case and different for all cases in a department, unit or college)

Review Promotion and Tenure

Adding Committee Members

Administrators in RPT can add committee members to a committee.

Standing Committee

Ad-Hoc Committee

- **Standing Committee** (members will not change and will review all cases in a department, unit or college)
 - Find or create a standing committee in **Users & Groups**, under **Committees**
 - **Add members** to the committee and **designate a committee manager** by selecting the star icon next to the faculty member's name.
 - **Edit committee membership in Users & Groups**, if removing or changing the members to a standing committee.

Review Promotion and Tenure

Adding Committee Members

Administrators in RPT can add committee members to a committee.

Standing Committee

Ad-Hoc Committee

For detailed instructions, please see [How to Add Committee Members](#).

- **Ad-Hoc Committee** (members are specific for a case and different for all cases in a department, unit or college)
 - Find the case for the ad-hoc committee to review, select **Cases** on the main menu and **select the candidate's name**.
 - Select **Case Options** and **Edit Case**. Navigate on the small menu to **3. Case Review Steps** and select this option.
 - Find the **Case Review Step** for the ad-hoc committee's evaluation. Select **Edit** to enter the **Case Step Details**.
 - Select **Add Committee**, click radial button for Ad-Hoc Committee. Type the name of the committee in the text box.
 - Select **Add Members** to find and add faculty members.
 - Select **Save**.

Review Promotion and Tenure

Case Materials are organized into two parts.

- **Candidate Packet (Dossier)**
- **Internal Section**

Administrators in RPT manage the documents for cases.

- Candidate Packet (Dossier)
- Internal Section

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- **Candidate Packet (Dossier)**
- Internal Section

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 Workload** and Pandemic Impact Statement
- **Section 3 – Criteria**
- 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 uploaded by the department or unit. Other sections can be directly submitted by the candidate into RPT.

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- Candidate Packet (Dossier)
- **Internal Section**

The sections included in the Internal Section of a case:

- **Section 8A** – Graduate or Other Interdisciplinary Program Evaluations from Chair and Departmental/Unit Committee
- **Section 9** – Peer Observation and Nomination for Provost Award for Innovations in Teaching
- **Section 10, 10A, 10B** – Independent External Reviewers and Collaborators Letters
- **External Evaluations** – *Requests for External Evaluations*
- **Section 11** – Internal Evaluations
 - Department/Unit Committee Report
 - Department Head/Director's Letter
 - College Committee Report
 - Dean/Administrator's Letter
 - University Advisory Committee Report
 - Provost – Final Decision

The **Internal Section** of a case is not shared with the candidate and cannot be seen during the review process of a case.

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- Candidate Packet (Dossier)
- Internal Section
 - **External Evaluations**

External Evaluations can be requested in the system using the Request for External Evaluation button. *(Multiple external reviewers can be solicited at one time. However, upon initiating the request form, it must be submitted in the same session, as the form cannot be saved.)*

- Encourage the department head/directors to **send a preliminary communication** to reviewers
 - Verify availability.
 - Confirm the forthcoming system message with formal solicitation and access to candidate's packet (dossier).
 - A finalize the list of reviewers after sending the preliminary communication. This list is used for the request form.

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- Candidate Packet (Dossier)
- Internal Section
 - **External Evaluations**

To complete the Request for External Evaluation form, the following information is needed:

- **First and Last Name** of Reviewer(s)
- Institutional **Email** Address(es)
- **Contact name and email address**, in case reviewers have questions.
- **Copy/Paste Appendix D** Letter (*use CTRL+C to copy and CTRL+SHIFT+V to paste*) into message text box.
 - *Use revised version of [required template letter](#).*
 - *Customized salutation with the merge code if sending the request form to multiple reviewers. A merge code is in the template letter.*
 - *System does not support digital signatures or images. Do not copy/paste images. A system error will occur.*
(continue to next slide)

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- Candidate Packet (Dossier)
- Internal Section
 - **External Evaluations**

- **Click +Add Files** to select the case materials for reviewers to view or download. Refer to the [required template letter \(longer version\)](#) for the list of case materials.
- **Deadline for Evaluation** (*This is a hard deadline. The reviewer's access to case materials and upload area for letter will be removed after the deadline.*)
- **Allowing external reviewer to submit 1 additional file** for abbreviated CV.
 - *This file can be removed when the brief biography template is complete and uploaded to the case materials.*
- **Default access** to view submitted evaluation by external reviewer to "Administrators & Entire Committee"
- Select **Submit** when ready to send request.

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- **Uploading documents**
- Downloading documents

Documents for the Candidate's Dossier (Packet) and Internal Section are uploaded in Case Materials.

- Find the section and click **Add File**
- **Drag and drop** or **Upload** a PDF or MS Word file to the area
- Click **Save**
- Wait for the system to fully upload. *A hyperlink will appear on the document title when the file is done uploading.*
- Click the **hyperlink** to view the file in the RPT viewer and confirm the contents

Review Promotion and Tenure

Case Materials are organized into two parts.

Administrators in RPT manage the documents for cases.

- Uploading documents
- **Downloading documents**

Documents for the Candidate's Dossier (Packet) and Internal Section can be downloaded in Case Materials.

- Check the small box next to the document's name. *To download multiple documents at once, please check boxes next to the documents to download.*
- Select **Download**, choose **Download PDF** or **Download ZIP**. *Multiple documents can be downloaded as a single pdf or separated by section in a ZIP folder.*
- A brief message will appear at the bottom of the screen and an email message will be received when the documents are ready for download.
- Go to **Home** on the left side panel menu, in **Tasks**, select **Your Files Are Ready for Download**, click **Download** next to the case under **Actions**. The pdf or zip will download to your computer.

Review Promotion and Tenure

Case Review Steps manages the workflow of the review process.

Case review steps provide access and instructions to internal committees, department heads, directors and deans when cases are ready for their review.

Administrators in RPT send cases forward or backward.

- Sending Forward a Case
- Sending Backward a Case

Institutional Administrator creates the case review steps for *3rd Year Retention, Promotion and Tenure, Continuing Status and Promotion, Career-track Promotion and Track Transfers* through the university templates for these types of review.

Administrators for college and senior units creates the case review steps for the *Career-Track Promotions for Lecturer Titles* through a college or senior unit-level template.

Review Promotion and Tenure

Case Review Steps manages the workflow of the review process.

Case review steps provide access and instructions to internal committees, department heads, directors and deans when cases are ready for their review.

Administrators in RPT send cases forward or backward.

- Sending Forward a Case
- Sending Backward a Case

To view the **Case Review Steps** for any case,

- Go to **Cases** and **click the candidate's name**
- Select **Case Options**
- Click **Edit Case**,
- Select **3. Case Review Steps** on the small menu to the right, or
- **Scroll down on the Case Summary page** to view all case review steps.

Cases are moved through the **case review steps** until a final decision is complete.

The steps with committees and internal reviewers are where members and individuals are **given access to the case**. To grant or remove access from committees and internal reviewers, **cases are sent forward and backward.**

Review Promotion and Tenure

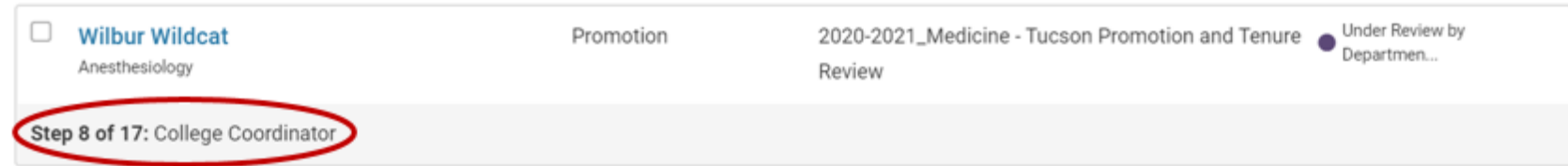
Case Review Steps manages the workflow of the review process.

Case review steps provide access and instructions to internal committees, department heads, directors and deans when cases are ready for their review.

Administrators in RPT send cases forward or backward.

- **Send Forward a Case**
- **Send Backward a Case**

To begin, please note the current review step on the **Cases** page.



The screenshot shows a user interface for reviewing a case. At the top, there is a header bar with the following information: a checkbox, the name 'Wilbur Wildcat' in blue, the department 'Anesthesiology', the word 'Promotion', the text '2020-2021_Medicine - Tucson Promotion and Tenure', and a status indicator 'Under Review by Departmen...'. Below this header, a light gray bar displays the current review step: 'Step 8 of 17: College Coordinator', which is circled in red.

- To move forward a single case (or multiple cases) to one or more case review steps, please select the small check box next to the candidate's name on the **Cases** page.
- Note the new menu at the top of the Cases page with the option to Move Forward. Select **Send Forward**.
- A new screen will appear, please **uncheck the box** to *not notify committees or internal reviewers*.
- Select **Send**.

The **Cases** page will refresh and the case should show the case review step under the candidate's name.

- To send a case backwards, repeat the steps above, but select **Send Backward** in the menu.

Review Promotion and Tenure

Case Details is where:

- **Instructions** are provided for **administrators, committee managers, internal reviewers and committee members.**
- **Administrators** input committee votes
 - **Committee members cannot not input votes** in RPT.
- **Committee members** create and view each other's comments

Wilbur Wildcat

Unit
University of Arizona RPT Sandbox

Template
2020-2021_University Promotion Review TEST Template

Status
● Under Review by Department Committee [change](#)

Case Materials [Case Details](#)

Reviewing as
Department Committee (Placeholder)

[Instructions](#)

Please review candidate materials, external reviewer letters, finalize solicitation and evaluation in section 11. Please include final vote count in evaluation letter.

If candidate submitted section 8, please include evaluation in section 11 report.

If candidate submitted section 9 and the evaluation letter from the chair of the G department or unit committee evaluation in section 9.

Review Promotion and Tenure

Case Details is where:

- **Instructions** are provided for **administrators, committee managers, internal reviewers** and **committee members**.
- **Administrators** input committee votes
 - **Committee members cannot not input votes** in RPT.
- **Committee members** create and view each other's comments

Case Details change when a case is **moved forward or backward** during the review.

Case Details instructions can be customized for each internal reviewer or committee at the **Case Review Step**.

Coordinators (or RPT Administrators) have access to add documents and manage the review **until the case is submitted to the next level** of the review process (college/senior unit or university).

Review Promotion and Tenure

Case Details is where:

- Instructions are provided for **administrators, committee managers, internal reviewers and committee members.**
- **Administrators** input committee votes
 - **Committee members cannot not input votes** in RPT.
- **Committee members** create and view each other's comments

The screenshot displays the 'Case Details' interface for a promotion and tenure review. It is divided into three main sections:

- Committee Members (4):** A table listing the members with their names, email addresses, and roles. Buttons for 'Email' and 'Edit' are located to the right of the table.
- Conversation (0):** A section for comments, currently showing 'No Comments Yet' and an 'Add Comment' button. A 'Turn Off Comments' link is also present.
- Voting Results:** A section for recording votes, featuring a date selector (set to 'Jan 23, 2019') and an 'Add New Votes' button. A question mark icon is visible in the bottom right corner of this section.

An orange arrow points from the 'Add Comment' button in the conversation section down to the 'Add New Votes' button in the voting results section.

Name	Email	Role
Zach Ulm	zach.ulm@interfolio.com	
Molly Scharle	molly.scharle@interfolio.edu	
Ray BetaFaddis	ray.faddis+beta@gmail.com	
ByCommittee Hi Demonstration Account	bycommittee_demo@interfolio.com	

Review Promotion and Tenure

Case Details is where:

- Instructions are provided for **administrators, committee managers, internal reviewers and committee members.**
- **Administrators** input committee votes
 - **Committee members cannot not input votes** in RPT.
- **Committee members** create and view each other's comments

Committee Votes For Sample College Level Committee [X]

Date: Mar 29, 2018

Decision	Votes
Support With Conditions	0
Support	6
Oppose	1
Abstain	0

Notes

You can enter the results of a committee vote here. Voting information can be viewed by all committee members for this step, but can only be updated by Managers and Administrators.

[Save] [Cancel]

More information on Voting Results can be viewed here: <https://product-help.interfolio.com/m/33238/l/503742-record-the-results-of-a-committee-vote>.

Review Promotion and Tenure

Case Details is where:

- Instructions are provided for **administrators, committee managers, internal reviewers and committee members.**
- **Administrators** input committee votes
 - **Committee members cannot not input votes** in RPT.
- **Committee members** create and view each other's comments

The screenshot displays a user interface for 'Case Details'. At the top right, there are two blue buttons: 'Send Case' and 'Case Options', both with downward-pointing chevrons. Below these is a 'Status' section with a 'Select Status' link. A large orange arrow points from the 'Select Status' link down to the 'Conversation' section. The 'Conversation' section shows 'Conversation (0)' and a 'Turn Off Comments' link. Below this, it says 'No Comments Yet' and has an 'Add Comment' button. On the left side, there is a table with a header 'Role' and two buttons, 'Email' and 'Edit', positioned above the table.

Review Promotion and Tenure – Information and FAQs

Before the candidate's materials are submitted, please check the following:

- **Check with department head/director or committee chair** if candidate's materials are the **final documents** to initiate the review.
- **Is the candidate's 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.
- **Only the documents uploaded to the Candidate Packet (or dossier) are shared with external reviewers.** Add the candidate's materials to the system before requesting external evaluations.

Candidate Dossier (or Packet) – Department/unit coordinator will add the documents to the sections in bold. Candidates can direct submit information to other sections.

- **Section 1 – Summary Data**
- **Appendix A – Shared Appointment**
- **Section 2, 2A – Summary of Workload of Assignment** and Pandemic Impact Statement (required)
- **Section 3 – Dept/Unit and College Criteria**
- Section 4, 4A, 4B – Curriculum Vitae, List of Collaborators and Representative Work
- Section 5 – Candidate Statement (signed by candidate with affirmation statement)
- Section 6, 6A, 6B – Teaching Portfolio, Information on Teaching and Advising, Supporting Documentation
- Section 7, 7A, 7B – Portfolio for Leadership, Extension, Service and Innovation (optional for career-track and P&T, required for CS&P)
- Section 8 – Graduate or Interdisciplinary Program Membership and Contributions (optional).

Review Promotion and Tenure – Frequently Asked Questions

FAQ #1

- **How are the case details, case review steps and moving a case forward or backward related to managing a review?**
 - **Case review steps are the workflow** of the review process. Cases follow the review steps when they are moved forward or backward through the system. These steps imitate the review process.
 - **Case review steps manage the case details (instructions) or actions** and provide **access to case materials for internal reviewers and committees** when the case is ready for evaluation.

Review Promotion and Tenure – Frequently Asked Questions

FAQs #2-4

- **What does the 'Lock' button on the sections for the Candidate Packet (or Dossier) mean and will it be used?**
 - **The Lock button enables or disables candidates submitting documents (or revised documents) to the Candidate Packet (or Dossier) section.**
 - Please use the lock button to secure documents after the candidate submits or when it is passed the due date for submission.
 - **The Lock button should be used in 2021-2022 review period.**
- **What if candidate submit their Collaborator List in Section 4 and not in 4A?**
 - **Please send back the CV and ask the candidate to re-submit** it the CV and list of collaborators separately in the appropriate section and subsection.
 - For **departments and units that are beginning the selection process for external reviewer names**, the collaborator list of the candidate is uploaded to the case as a separate document. This is needed for the coordinator, head or director to check the names on the suggested lists of external reviewers making sure none are collaborators of the candidate.
- **There are some documents in the Candidate Packet (or Dossier) that are labeled as 'required' and some as 'optional.'** If a document is not uploaded to a 'required' area, does this mean the case cannot move forward to the next case step?
 - Documents labeled as 'required' **are not connected to completing the steps** for the review in the RPT. However, documents should follow the dossier template requirements.

Review Promotion and Tenure – Frequently Asked Questions

FAQs #5-9

- **How can I view the message sent to external reviewers?**
 - When an external evaluation request is sent, it is captured in the [activity log](#) of the case. Click the link to learn how to view this information in the case.
- **Is it possible to send a test request in the live case to view what external reviewers will see?**
 - Please run test in the RPT sandbox only. The request for evaluation area is available on test cases in the sandbox. Sending a test request in the live case can result in the test being permanently part of the candidate's review record.
- **Do external reviewers need a login to upload their letter to the system?**
 - External reviewers do not need to login to Review Promotion Tenure. After the reviewer selects 'accept' in the request email sent, the link allows them access to view the candidate's materials shared and upload their letter.
- **Can I upload the required letter and send this in the request to external reviewers in the system?**
 - It is preferred to upload the sample letter in Section 10 and copy/paste the required letter language into the message body of the request for external evaluation.
- **Can external reviewers upload more than one document?**
 - External reviewers can upload multiple documents. See next slide.
- **Can external reviewers send their brief biography as a separate file?**
 - Yes, external reviewers can upload their brief biography and letters as separate files. See next slide.



Review Promotion and Tenure – Frequently Asked Questions

FAQs #5-9 continued

When initiating a **Request External Evaluation**, select the option "Yes" under Response settings to answer the question "Can the evaluator submit additional files?" Select the number of files the reviewers will upload.

Response Settings

Deadline
The recipient will not be able to submit an evaluation after the deadline date.


Mmm d, yyyy  

Can the evaluator submit additional files? New *
Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file?

Yes, allow the evaluator to submit additional files.

No

Access *
Choose who has access to this document.

Administrators & Entire Committee 

Review Promotion and Tenure – Frequently Asked Questions

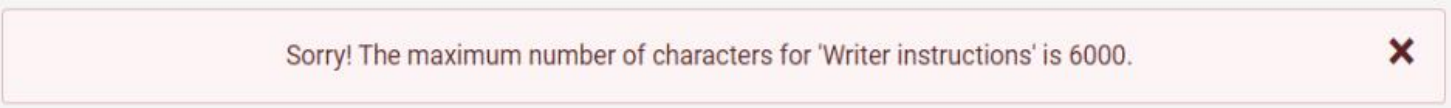
FAQs #10-12 continued

- **The required letter states for external reviewers to send their brief biography. Can the language in the required letter be revised to direct external reviewers to upload their evaluation letter and brief biography as two separate files in the system?**
 - Yes, this is considered a minor revision to the required letter and is acceptable due to the change of using RPT for sending external evaluations.
- **Can more than one email be typed in the "reply to" text box when requesting an evaluation?**
 - ∅ Only a single email address can be typed in the reply to box. Use the email of the person that can answer the reviewer's questions, if reviewers decide to reply.
- **I get an immediate decline after sending the request for evaluation to some external reviewers. Why does this happen?**
 - ∅ Interfolio has been notified of this situation. It is unknown why this is happening randomly within cases. Please contact the reviewer outside of RPT to confirm if they indeed declined the request. If the reviewer did not decline, please ask the reviewer to find the original email from the system and select the 'accept' button. If the reviewer does not see the buttons in the email, please ask them to email a screen shot of the message to you and then forward the screen shot to asya@arizona.edu.

Review Promotion and Tenure – Frequently Asked Questions

FAQs #13-14 continued

- **Can an electronic signature be included in the message body of the request for external evaluation?**
 - An electronic or image signature file cannot be included in the body of the message to reviewers because this will cause an error of exceeding the maximum character limit. Remove the copied electronic or image from the message body and continue with the request.

A screenshot of a red error message box with a white border and a close button (X) in the top right corner. The text inside the box reads: "Sorry! The maximum number of characters for 'Writer instructions' is 6000." data-bbox="82 378 648 452"/>

Sorry! The maximum number of characters for 'Writer instructions' is 6000.

- **What if an external reviewer sends their letter and brief biography as email outside of the RPT? Can I upload the letter on their behalf?**
 - **Yes, you can.** A recent feature upgrade is now available. Click "Edit" in the row of the request, select "Edit Settings" and you can upload, rename, replace submitted letters and set the visibility for external evaluations. See next slide for visual of new feature.

Review Promotion and Tenure – Frequently Asked Questions

FAQs #14 continued

University of Arizona > Cases > [REDACTED]

Manage External Evaluation

[Return to Case](#)

Evaluation Settings

Material Name *
Evaluation from [REDACTED]

Section *
This setting allows you to move this file to a different internal section.
External Evaluations

Access *
This setting places limits on who can see this evaluation
Administrators & Entire Committee

[Save Settings](#) [Cancel](#)

Request Details

First Name	Last Name	Email Address
[REDACTED]	[REDACTED]	[REDACTED]

Deadline
Aug 2, 2020

Decision
This request was ✔ **Accepted** on Jun 11, 2020

Files

Confidential Evaluation
1 required

[Add File](#)

An evaluation has not yet been added in response to this request.

Review Promotion and Tenure – Frequently Asked Questions

FAQs #15-16 continued

Recently, there have been some common questions regarding functions in Review, Promotion and Tenure and forwarding cases to submit for the college level review.

Please share with your department or unit coordinators and managers.

- **Can external and collaborators letters be submitted or added if the case is forwarded to the department or unit committee?**

Yes, letters can be submitted and added to a case. Please inform the committee via email regarding the pending letters. Please confirm all external review letters are discussed in the committee evaluation before adding this letter and forwarding the case to the next step.

- **Committee members or internal reviewers are receiving an error message after trying to login with the link in the RPT email. Do they have access to view the case material?**

When forwarding cases to internal reviewers and committee members, please uncheck the box to send email notification from RPT. The embedded links in the system emails are not working properly. We are working with the vendor to these fix the links and will send a communication when the links are working. When committee members and internal reviewers are using the links in the email notification from RPT, the login error message is received. Please email committees and internal reviewers outside of RPT regarding cases being ready for their review. Direct them to the UAVitae (<https://uavitae.arizona.edu/>) website to use the red button to login to view cases.

Review Promotion and Tenure – New Information

New Information for 2021-2022

As department/unit coordinators complete the department level review, cases are sent forward to the step for submission to the college-level review. **Final Preparation and Submission to College-Level is the submission for the college or senior unit review.**

Before forwarding the case to the college level, remove the department status and do not add the college status to the case. When cases are forwarded to the step *Final Preparation and Submission Step*, please note the following:

- Department/unit coordinators will **retain access** to the case.
- College coordinators **work closely with the department/unit coordinators** on correcting procedural errors or documentation before sending forward the case to the college/senior unit committee.
- Please note the title in this transition step. Do not rely on the step number (#) because these can vary depending on the type of review.

2 Department/Unit Committee's Evaluation

3 Department Head or Director's Evaluation

4 Final Preparation and Submission to College-Level

5 College Committee's Evaluation

Review Promotion and Tenure

Resources to
Interfolio's **Review,
Promotion and
Tenure User Guide** for
additional information.

- [Adding documents to a case.](#)
- [Moving a case backward or forward.](#)
- [Requesting external evaluations.](#)
- [Selecting a status for a case.](#)

Questions, Comments or Need Help?

If you have any questions, please contact the University Coordinator for **Faculty Affairs**.

Asya Roberts

asya@arizona.edu

facultyaffairs@email.arizona.edu

520-626-0202