

Candidate Submission Process for Review, Promotion, and Tenure (RPT)

Office of the Provost
Faculty Affairs



Review Promotion and Tenure (RPT)

What is Review, Promotion & Tenure?

Review, Promotion & Tenure is an online system for carrying out formal faculty reviews in a shared governance context (including tenure, promotion, sabbatical leave, merit review, and any other sequential review), built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

In addition, maintaining the integrity and consistency of the review process, as well as increasing the visibility of reviews to eliminate or mitigate procedural errors.



Review Promotion and Tenure (RPT)

Why?

- A need for a document sharing and evaluation tool to conduct **online review with less paper** output.
- Maintain a **consistent and transparent process** for all types of faculty promotion reviews.
- Management or elimination of procedural errors.
- **Give back time to faculty and committee members** after training and implementation of the systems for all reviews processes.
- Most efficient system that can closely imitate **our current policies and shared governance** for promotion reviews, beginning with departments/units through to the final decision



Review Promotion and Tenure (RPT)

Completed Items for RPT Implementation

Implementation Items Completed

- 2019-2020 - Piloted with university committee's review of dossiers for continuing status and tenure track faculty.
- 2020-2021 - Trained department, unit and college level coordinators, heads/directors and committee members to use RPT for external and internal evaluations.
- Track transfer reviews, career-track promotions, continuing and tenure track promotions (including 3rd year retention, 6th year mandatory reviews and promotion to full)



Review Promotion and Tenure (RPT)

2021-2022 – Candidates will submit dossier materials directly into the RPT system using the [2021-2022 dossier template](#).

- Departments, units, colleges and university level will continue to conduct reviews of materials in RPT.
 - **Previous workshop presentations for committee members, heads/directors, and department/unit coordinators on promotion reviews are on the [Promotion Workshop Schedule](#).**
 - **Direct submission process for candidates workshop presentation and recording will be posted to the [Promotion Workshop Schedule](#).**

What is next?

Review Promotion and Tenure (RPT)

Agenda

- Login to RPT
- Organization of materials before upload to RPT
- Uploading documents to sections of the dossier
- Using information from UA Vitae – ***Robbie MacPherson, Principal Enterprise Business Analyst, UITS***
- Submission of documents
- Questions and contact information



Review Promotion and Tenure (RPT)

Login using the **red button**:

<https://uavitae.arizona.edu/>

Login to RPT

WELCOME TO UA VITAE

UA Vitae is the University of Arizona's online system for faculty annual reviews.

Already have access?

LOGIN TO UA VITAE ▼

Have questions? Check out **Information and Resources** below.

- Enter your **Net ID and password** to access the menu for RPT.
- **Google Chrome** is the preferred internet browser for the system.

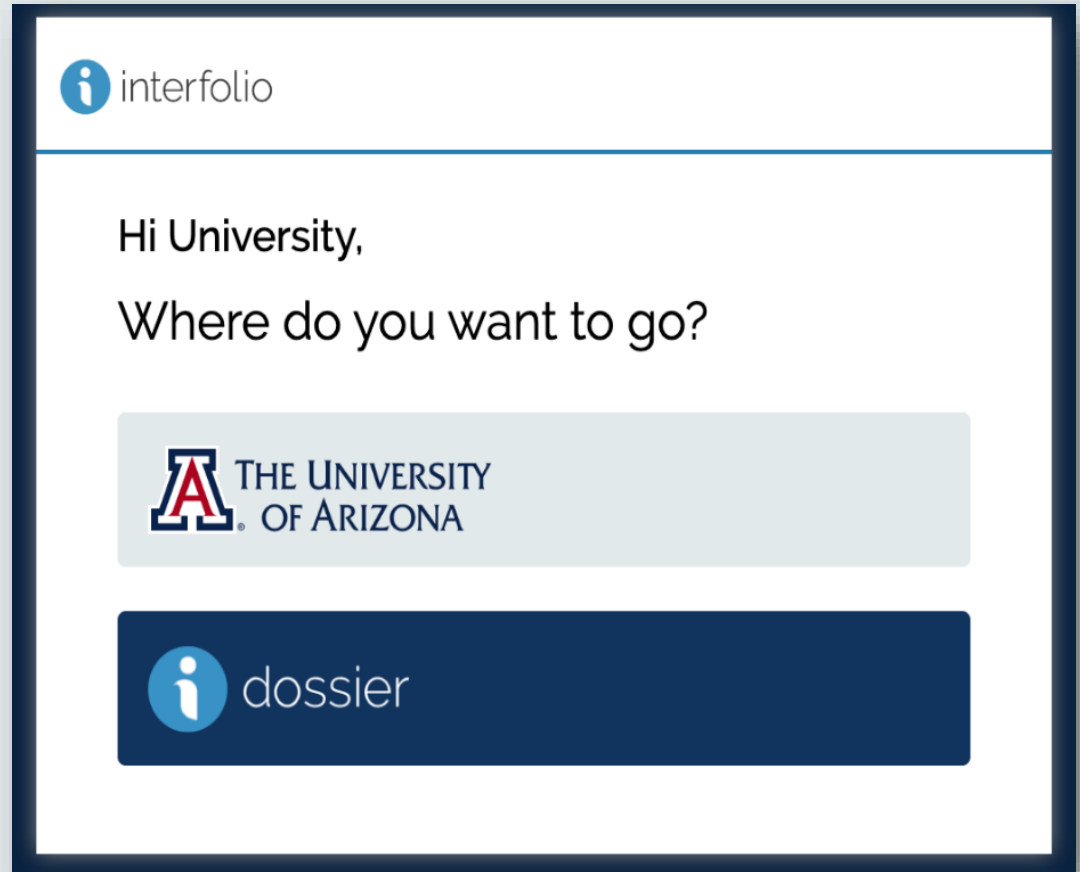


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On your **first login**, you will be asked if you want to go to your **Dossier** account or to the institutional products from Interfolio.

Simply **choose The University of Arizona** to proceed.



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After login, access the submission area by selecting **Your Packet** under Home in the left side panel. Or, select **your name** under **My Tasks**.

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This is a development or test environment

Home

Your Packets

Review, Promotion and Tenure

Cases

My Tasks 1

0 Unread Tasks

1 Read Tasks

Title	Due Date
U.A. Wildcat 2021-2022 University of Arizona Promotion and Tenure Review University of Arizona RPT Sandbox Promotion	Aug 31

After selecting **Your Packet**, you will be directed to select your active case.

Home

Active

review, Promotion and Tenure

Packet	Type	Status	Due Date	
University of Arizona RPT Sandbox 2021-2022 University of Arizona Promotion and Tenure Review	Promotion	Not Submitted	Case due Aug 31, 2021	View

Review Promotion and Tenure (RPT)

Overview outlines the packet requirements, instructions, preview and progress toward submission for each section or subsection of the dossier.

2021-2022 University of Arizona Promotion and Tenure Review

[Preview Packet](#)

Unit: University of Arizona RPT Sandbox
Type: Promotion

Candidate Instructions

[View Instructions](#)

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Section 2: Candidate's Workload of Assignment

[Edit](#)

Due: 2021-04-23 | Not Yet Submitted Unlocked

Type	# Required	# Added
● 2A: Pandemic Impact Statement	1 required	0



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Review Promotion and Tenure (RPT)

Organization of materials

Helpful Hints and Resources

- Use the **template headings and subheadings** to organize your materials in the section.
- **Create a table of contents** to introduce and help reviewers to navigate through your representative work (4B), teaching portfolio (6A/6B) and/or leadership/service portfolio (7A/7B).
- When materials are edited and final, **ask a mentor or a senior faculty members to review the content.**
- **Check with your department or unit** regarding the due dates of required materials for your review.

Resources from Erin Robbins, College of Humanities:
<https://arizona.app.box.com/s/36oe7edwoty7rv9vshrv2zwatqwg4lzt>

Review Promotion and Tenure (RPT)

Before uploading documents, **please check for the following:**

- **Check if final, edited version of documents are ready for upload.** *Pandemic Impact Statement, Curriculum Vitae, Representative Work and Candidate Statement* are given to external reviewers. **See next slide for details.**
 - Candidates can request their Teaching Portfolio and Leadership/Service Portfolio are sent to external reviewers.
- Only **MS Word** or **Adobe PDF** are acceptable file formats and a **100 MB limit** for a single file.
- **Are 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.



Review Promotion and Tenure (RPT)

Candidate
Sections
**available for
direct
submission.**

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 of Workload and **Pandemic Impact Statement (required)**
- Section 3 – Criteria for Department/Unit and/or College
- **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 sections/subsections available for direct submission by the candidate. Other sections will be uploaded by the department, unit or college.

Please check with your department/unit if you will submit materials or if all of your materials will be uploaded by the department/unit.

Review Promotion and Tenure (RPT)

Select **Packet** to begin submitting documentation for each section/subsection of the dossier.

2021-2022 University of Arizona Promotion and Tenure Review

Preview Packet

Unit

University of Arizona RPT Sandbox

Type

Promotion

Candidate Instructions

View Instructions

Overview **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Section 2: Candidate's Workload of Assignment

Edit

Due: 2021-04-23 | Not Yet Submitted Unlocked

Type	# Required	# Added
● 2A: Pandemic Impact Statement	1 required	0



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Review Promotion and Tenure (RPT)

Packet will show the **due date** for the submission and if the section or subsection is **unlocked** to allow upload of document(s).

2021-2022 University of Arizona Promotion and Tenure Review Packet

Review

Unit: University of Arizona RPT Sandbox Type: Promotion Candidate Instructions: View Instructions

Overview: Packet

Expand All Collapse All

Section 2: Candidate's Workload of Assignment Submit 0 of 1 Required Files

Due: Apr 23, 2021 | Not Yet Submitted Unlocked

The department head or director completes the information form for Section 2 and signs the form. The information is confirmed by the candidate with their signature.

Section 2A is required and completed by the candidate. Please carefully consider the statement at the end of the subsection.

Thank you.

- Section 2 - Summary of Workload of Assignment
- Section 2A - Pandemic Impact Statement

2A: Pandemic Impact Statement 1 required, 0 Added Add

Candidates may use this subsection of the dossier to describe the influence of the 2020 COVID-19 pandemic on any aspect of their position (e.g., changes in research/creative activities, teaching, service, outreach, clinical service, employment conditions, etc.). The purpose of this section is to help reviewers understand how institutional and professional changes due to the pandemic, which began in Spring 2020 may have impacted the anticipated trajectory of



Review Promotion and Tenure (RPT)

To upload documents, select **Add** in next to the section/subsection name.

2021-2022 University of Arizona Promotion and Tenure Review

Unit: University of Arizona RPT Sandbox | Type: Promotion | Candidate Instructions: View Instructions

Overview | **Packet**

Expand All | Collapse All

Section 2: Candidate's Workload of Assignment (Due: Apr 23, 2021 | Not Yet Submitted | Unlocked) | Submit | 0 of 1 Required Files

The department head or director completes the information form for Section 2 and signs the form. The information is confirmed by the candidate with their signature. Section 2A is required and completed by the candidate. Please carefully consider the statement at the end of the subsection. Thank you.

- Section 2 - Summary of Workload of Assignment
- Section 2A - Pandemic Impact Statement

2A: Pandemic Impact Statement 1 required, 0 Added | **Add**

Candidates may use this subsection of the dossier to describe the influence of the 2020 COVID-19 pandemic on any aspect of their position (e.g., changes in research/creative activities, teaching, service, outreach, clinical service, employment conditions, etc.). The purpose of this section is to help reviewers understand how institutional and professional changes due to the pandemic, which began in Spring 2020 may have impacted the anticipated trajectory of



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Review Promotion and Tenure (RPT)

Select **Add New File**.

Add 2A: Pandemic Impact Statement ✕

1 Required

Choose Existing **Add New File**

All Materials Packets

🔍 Filter

- Tuesday - Section 4B Collaborators List1
- Tuesday - Section 5 Candidate's Statement
- Tuesday - Section 6 Teaching Portfolio
- Tuesday - Section 6 Teaching Portfolio
- Tuesday - Section 8 Service Outreach Portfolio
- Tuesday - Section 8 Service Outreach Portfolio
- Tuesday - Section 9A Membership in GIDPs

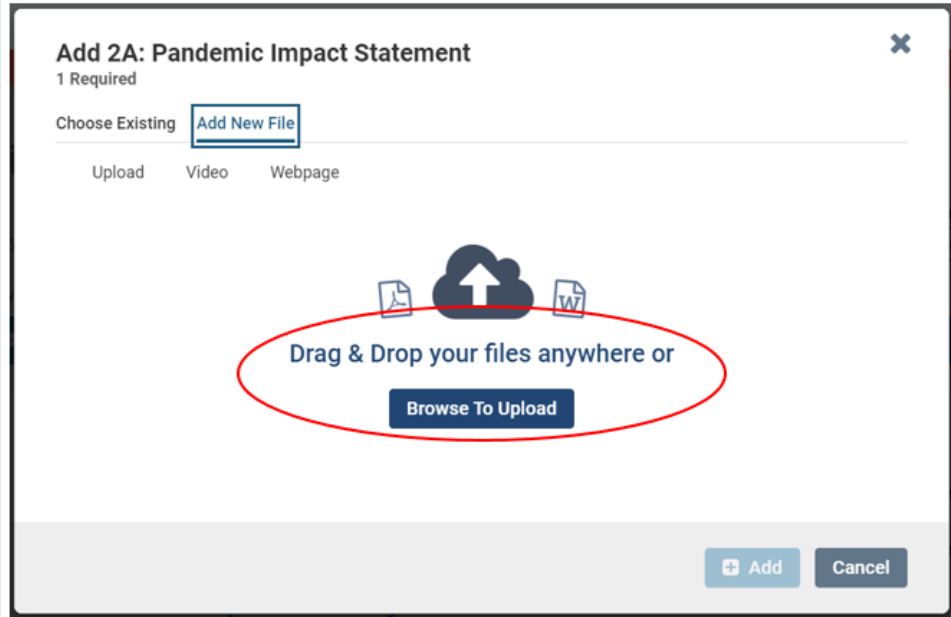
+ Add Cancel



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Drag/Drop file or select **Browse to Upload**. Select **Add** when ready for system to upload to section/subsection.



Add 2A: Pandemic Impact Statement ✕
1 Required

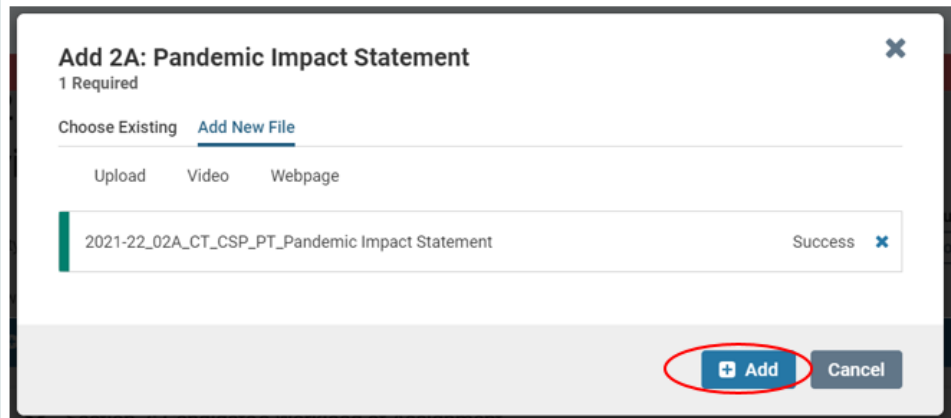
Choose Existing **Add New File**

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add **Cancel**



Add 2A: Pandemic Impact Statement ✕
1 Required

Choose Existing **Add New File**

Upload Video Webpage

2021-22_02A_CT_CSP_PT_Pandemic Impact Statement Success ✕

Add **Cancel**



Review Promotion and Tenure (RPT)

View the uploaded materials by selecting **Preview** (for entire packet) or **the hyperlink of the document title** (for only the document).

View after selecting **Packet**:

Sections selected for submission

SECTION 2: CANDIDATE'S WORKLOAD OF ASSIGNMENT

2021-22_02A_CT_CSP_PT_Pandemic Impact Statement

SECTION 2A: PANDEMIC IMPACT STATEMENT

The University of Arizona recognizes that the COVID-19 pandemic, and the related deepening of racial gaps, have taken a serious toll on productivity and faculty career cadence. Faculty have risen to the occasion to continue their work while managing the concomitant challenges of working at home, caring for others, and safely moving most or all of their activities online. It is essential that reviewers be provided with sufficient information to carefully consider and comment on how the pandemic may have impacted the candidate's workload, productivity, impacts and achievements.

Candidates may use this subsection of the dossier to describe the influence of the 2020 COVID-19 pandemic on any aspect of their position (e.g., changes in research/creative activities, teaching, service, outreach, clinical service, employment conditions, etc.). The purpose of this section is to help reviewers understand how institutional and professional changes due to the pandemic, which began in Spring 2020 may have impacted the anticipated trajectory of the candidate's work. In order to provide a fair review of the quality and impact of work, we will ask reviewers to consider the vastly different circumstances that faculty have been operating under, and adapting to, during the pandemic period. Please provide up to a two-page description (single spaced) for this subsection.

Please consider the prompt at the bottom of this section as a means to help reviewers to also consider how systemic inequities may be appropriately taken into consideration.

Considerations may include but are not limited to the following:

- Additional caregiving responsibilities.
- Changes to teaching modes.
- Additional training for online teaching.
- Mentoring students through the midst of converging public health, economic, and racial/ social crises.
- Access to research labs, facilities, or sites, and impact on anticipated timelines for activities.
- Access to research participants and consequences for methodologists or timelines.
- Participation in institutional committees to address pandemic concerns.
- Contributions to public discourse on the pandemic.
- Response times of reviewers for books, journals, or funding.
- Adjustment of teaching or service duties.
- Additional time spent on teaching, mentoring, student support, service, etc.
- Disruptions to scholarship and creative work.
- Disruptions due to working from home.
- Changes to or pivots in research agenda.

1 / 1 >

View after selecting **Hyperlink** title:

2021-22_02A_CT_CSP_PT_Pandemic Impact Statement

SECTION 2A: PANDEMIC IMPACT STATEMENT

The University of Arizona recognizes that the COVID-19 pandemic, and the related deepening of racial gaps, have taken a serious toll on productivity and faculty career cadence. Faculty have risen to the occasion to continue their work while managing the concomitant challenges of working at home, caring for others, and safely moving most or all of their activities online. It is essential that reviewers be provided with sufficient information to carefully consider and comment on how the pandemic may have impacted the candidate's workload, productivity, impacts and achievements.

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- Contributions to public discourse on the pandemic.
- Response times of reviewers for books, journals, or funding.
- Adjustment of teaching or service duties.
- Additional time spent on teaching, mentoring, student support, service, etc.
- Disruptions to scholarship and creative work.
- Disruptions due to working from home.

Review Promotion and Tenure (RPT)

**Using
Information
from UA Vitae
for dossier
materials.
Robbie
MacPherson.**

A goldmine of information...

UA Vitae Teaching, Research, Service and Workload activity sections to some extent are aligned with P&T templates.

- Any information that is stored or saved in UA Vitae, can be retrieved.
- This is really useful when you are gathering information for your dossier.
- Use the menu option, **Vitas & Biosketches** to run a report of your entered activities and attachments.
- Adjust the date range to capture what you need.
- Export your information to Word.



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When a section or subsection is ready for submission, the **Overview** screen will indicate documents have been uploaded to a section. Navigate to **Packet** to submit documents.

2021-2022 University of Arizona Promotion and Tenure Review

Unit: University of Arizona RPT Sandbox | Type: Promotion | Candidate Instructions: View Instructions

Overview **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Section 2: Candidate's Workload of Assignment | Due: 2021-04-23 | Not Yet Submitted Unlocked | Edit

Type	# Required	# Added
<input checked="" type="checkbox"/> 2A: Pandemic Impact Statement	1 required	1

Review Promotion and Tenure (RPT)

Click **Submit** to submit document(s) in each section/subsection when ready.

Section 2: Candidate's Workload of Assignment Due: Apr 23, 2021 Not Yet Submitted Unlocked Preview Submit 1 of 1 Required Files

The department head or director completes the information form for Section 2 and signs the form. The information is confirmed by the candidate with their signature.

Section 2A is required and completed by the candidate. Please carefully consider the statement at the end of the subsection.

Thank you.

- Section 2 - Summary of Workload of Assignment
- Section 2A - Pandemic Impact Statement

2A: Pandemic Impact Statement 1 required, 1 Added Add

Candidates may use this subsection of the dossier to describe the influence of the 2020 COVID-19 pandemic on any aspect of their position (e.g., changes in research/creative activities, teaching, service, outreach, clinical service, employment conditions, etc.). The purpose of this section is to help reviewers understand how institutional and professional changes due to the pandemic, which began in Spring 2020 may have impacted the anticipated trajectory of the candidate's work. In order to provide a fair review of the quality and impact of work, we will ask reviewers to consider the vastly different circumstances that faculty have been operating under, and adapting to, during the pandemic period. Please provide up to a two-page description (single-spaced) for this subsection. *Please consider the prompt at the bottom of this section as a means to help reviewers to also consider how systemic inequities may be appropriately taken into consideration.*

Title	Details	Actions
2021-22_02A_CT_CSP_PT_Pandemic Impact Statement	Added Apr 16, 2021	Edit Remove



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Confirm submission and note the section/subsection will be locked.

Confirm ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Section 2: Candidate's Workload of Assignment at this time?

Yes

No



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Review Promotion and Tenure (RPT)

Packet

section/subsection changes to indicate the document was submitted.

For more information, please see the [Candidate's Guide to Interfolio's Review, Promotion, and Tenure](#).

Section 2: Candidate's Workload of Assignment

Due: Apr 23, 2021 | Submitted | **Locked**

Preview

1 of 1

Required Files

The department head or director completes the information form for Section 2 and signs the form. The information is confirmed by the candidate with their signature.

Section 2A is required and completed by the candidate. Please carefully consider the statement at the end of the subsection.

Thank you.

- [Section 2 - Summary of Workload of Assignment](#)
- [Section 2A - Pandemic Impact Statement](#)

2A: Pandemic Impact Statement 1 required, 1 Added

Candidates may use this subsection of the dossier to describe the influence of the 2020 COVID-19 pandemic on any aspect of their position (e.g., changes in research/creative activities, teaching, service, outreach, clinical service, employment conditions, etc.). The purpose of this section is to help reviewers understand how institutional and professional changes due to the pandemic, which began in Spring 2020 may have impacted the anticipated trajectory of the candidate's work. In order to provide a fair review of the quality and impact of work, we will ask reviewers to consider the vastly different circumstances that faculty have been operating under, and adapting to, during the pandemic period. Please provide up to a two-page description (single-spaced) for this subsection. *Please consider the prompt at the bottom of this section as a means to help reviewers to also consider how systemic inequities may be appropriately taken into consideration.*

Title	Details
2021-22_02A_CT_CSP_PT_Pandemic Impact Statement	Added Apr 16, 2021



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Questions, please
contact **Faculty
Affairs**.

Contact Us

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