

ERPT USER GUIDE

UNIVERSITY OF CINCINNATI REAPPOINTMENT, PROMOTION AND TENURE SYSTEM

SUMMARY

The eRPT system manages the reappointment, promotion and tenure (RPT) process for faculty members at the University of Cincinnati. RPT review was a very manual process that encompassed tons of paper, lots of duplication, limited auditing and lack of consistency across organizational units and colleges. The initial implementation of the electronic system began in 2006.

ADVANTAGES OF THE ONLINE SYSTEM

- ✓ Elimination of paper
- ✓ Central Repository that stores all information
- ✓ Rich reporting for data access and retrieval
- ✓ Saves time and increases efficiency
- ✓ Robust auditing

PROCESS

The RPT system is designed to support processes as outlined by organizational and AAUP Collective Bargaining Agreement (CBA) guidelines and requirements. The process and workflow definitions are database driven and can be adjusted as needed to reflect college based variations.

INTEGRATION

The system is designed to support integration with internal Business or Human Resource Systems to decrease the amount of manual data management.

SYSTEM FEATURES

- ✓ Manage Dossier Online
- ✓ 3-Tiered security to support group and role based access
- ✓ Dynamic workflow management & configuration
- ✓ Online voting incl. batch voting
- ✓ Ability to view by cycle
- ✓ Comprehensive auditing and history management
- ✓ Ability to remand w and w/o reconsideration
- ✓ Admin ability to return to any step
- ✓ Email notifications
- ✓ Summary Report Sheets
- ✓ Online Record of Action form
- ✓ Ability to assign & reassign reviewers
- ✓ Integration with the University Central Login Service
- ✓ Automatic archiving of dossiers upon completion
- ✓ Ability to sort and filter by multiple criteria
- ✓ "Act on behalf of" option
- ✓ Integration with core UC systems for people and organizational information
- ✓ Automated Letter generation

Table of Contents

- System Features 1
- Step 1: Activating Candidates..... 3
- step 2: Unit Head Review 4
- step 3: Candidate Dossier Management 5
- step 4: Unit Head Dossier Finalization..... 8
- step 5: Unit RPT Committee Review 9
- Step 5.5: Unit RPT Committee Votes 12
- step 6: Unit Committee Recommendation 15
- step 7: Unit Head Recommendation 17
- Step 8: College Reviewer Assignment 20
- Step 9: College Reviewer Recommendation 21
- Step 10: College RPT Committee Votes 23
- Step 11: College Chair submits Recommendation 27
- Step 12: College Committee Chair finalizes Letter 29
- step 13: Dean submits Recommendation 30
- step 14: Dean finalizes Letter 32
- Step 15: Provost submits decision/Recommendation 33
- Step 16: Provost finalizes letter 34
- Step 18: College Admin archives Dossier 34
- Dossier Checklist 35
- Remanding or Returning 37
- Negative recommendation 37

REVIEW PROCESS

STEP 1: ACTIVATING CANDIDATES

ROLE: ADMINISTRATORS

Activating candidates initiates the RPT process. For any given RPT cycle, college administrators have the ability to activate one or more faculty members. However, only one dossier can be activated per person per cycle. If more than one dossier needs to be activated, please speak with the Provost Office Administrator.

HOW TO:

1. After logging into the system, administrators should begin on "Candidates Awaiting Activation" screen.
2. Select one or more faculty from the list using the check box column to the far left. Filtering or search options can be used to restrict your view to a specific college, person, department or division.
3. Select "Activate Selected Candidates"
4. If a candidate does not appear in the awaiting activation page, they likely have an already activated dossier. Therefore, the administrator must either archive the active dossier or contact the Provost Office or IT.
5. After clicking the "Activate Selected Candidates" button, all candidates will be moved to Step 2.
6. Review the candidate's personal information while candidates are in Step 2, to ensure accuracy.

STEP 2: UNIT HEAD REVIEW

ROLE: UNIT CHAIR OR DELGATE

Once a faculty member is activated in the system, unit chairs and/or delegates receive an email alert. Unit chairs choose the RPT selection for each activated faculty member. Application type (Reappointment, promotion, tenure, or a combination); effective date; title seeking (depending on application type); recommended number of years (depending on application type). If questions about this information arise, please contact your College eRPT Administrator.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. Select a faculty member from the list. All faculty members who have dossiers at this step will have an active hyperlink as well as an active review button "R." Filtering or search options can be used to restrict your view to a specific college, person, department, or division.
3. Review and verify all candidate information at the top of the page of the opened dossier. (At this step all folders will be empty).
4. Verify or select the application type (reappointment, promotion, tenure, or a combination); effective date; title seeking (depending on application type); recommended number of years (depending on application type).
5. After all information is determined to be accurate the unit head can click the "Approve" button to move the dossier to Step 3.

STEP 3: CANDIDATE DOSSIER MANAGEMENT

ROLE: FACULTY MEMBER/CANDIDATE

Once the unit head or delegate completes the RPT selection, the candidate will receive an email alert requesting that he/she complete their dossier. The candidate will have an opportunity to review the RPT selection information, make adjustments if needed and then complete their dossier by uploading requested files into each defined category (each college defines their categories as well as minimum requirements for each category).

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page. The screen will display the candidate's active reappointment.
2. The candidate can select their appointment by selecting their name or the review ("R") button.
3. The candidate then uploads their dossier information in each category (folder). Please refer to your Unit RPT criteria to determine what documents are necessary for your dossier. Although each category will list definitions, found by hovering over the question mark located to the left of the folder icon, however, these definitions are just helpful guidelines. All information about necessary documents should be found in the criteria and CBA. **When opening a folder the number of required and optional documents will be listed. These numbers may be inconsistent with your Unit RPT criteria but the criteria should be adhered to at all times.** Not all folders will necessarily need to be filled.
4. The candidate should review their personal information at the top of the page and RPT selection information located under the gray "Current Step" bar, making adjustments if needed.
5. Note that all materials uploaded to a folder will be displayed in the order in which they are uploaded and cannot be rearranged without removing them and uploading them again. A way to work around this is to upload multiple

blank documents as place holders and then use the “replace” button to upload the completed documents in the correct position.

6. The candidate finalizes their dossier by clicking the “Done” button at the bottom of the page sending it to Step 4 for Unit Head review and finalization. Once the candidate clicks the “Done” button, they will no longer be able to upload new or revised materials without having the dossier remanded. If the dossier is not remanded, the College Administrator will need to be contacted to help with this process. If the candidate has any questions about the information listed for their dossier, it is best that they contact the Unit Head or College Administrator before sending the dossier to Step 4.

7. For additional information on this step of the eRPT system please see the video [here](#) on the Academic Personnel Website.

STEP 4: UNIT HEAD DOSSIER FINALIZATION

ROLE: UNIT HEAD OR DELEGATE

After the candidate finalizes their dossier, the unit head will be notified. Once at this step, the unit head or delegate reviews all aspects of the dossier and then either: a) finalizes the dossier moving it to the unit RPT committee step for review; or b) returns the dossier to Step 3 for the candidate to address issues within the dossier. After the unit head finalizes the dossier moving it to the Step 4, an automated alert is sent to the entire Unit RPT Committee and the Candidate.

- Finalize (The dossier is ready to be moved to the review process and all advising of the candidate must cease.)
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions, such as correcting an effective date.)

* See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. Select a faculty member from the list. All faculty who are at this step will have an active hyperlink as well as an active review button "R."
3. Verify that all documents required in the criteria have been uploaded by the candidate.
4. At this point, the application type; effective date; title; number of years, are still capable of being changed, however should already be correct.
5. Choose the "Finalize", "Return" or "Remand", button to move to the next step or send back to the candidate at Step 3 to add other materials.

STEP 5: UNIT RPT COMMITTEE REVIEW

ROLE: UNIT RPT COMMITTEE MEMBER

Committee members can review the dossier once the unit head has completed their review.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. Select "Show Dossier" for the dossier of the candidate you would like to review.
3. Select "Show all uploaded documents" for a listing of all dossier documents.

STEP 5.5: UNIT RPT COMMITTEE VOTES

ROLE: UNIT COMMITTEE MEMBER

Once the unit committee has completed its review and is ready to vote, committee members are asked to vote. Voting can either be done on an individual basis or as a group.

- **INDIVIDUAL VOTING**

Each committee member has an active account and can log into the system to vote. Committee members can either "recommend for" or "recommend against" reappointment promotion or tenure.

- **GROUP VOTING**

Many committees meet to discuss and record their votes and recommendations. Drag and Drop group based voting is available to support this effort. The committee chair or administrator selects the faculty member and can then drag one or more committee members to various "buckets" (recommend for, recommend against, abstain, absent).

HOW TO:

Individual Voting:

1. After logging into the system, the Unit Committee members are directed to the "Candidates Already Activated" screen.
2. Committee members select a faculty member from the list clicking their name which should be blue. As with previous steps, committee members will only see faculty who are at the voting step within their unit.
3. After reviewing the dossier, the committee member may select either "recommend for" "recommend against.", "Abstain" or "Not Eligible".--- "Not eligible" should be used for those members of the committee who do not have the status to vote but all members must push a button to use this type of voting.

Group Voting:

1. After logging into the system, the committee chair or **administrator** is directed to the "Candidates Already Activated" screen.
2. The committee chair or administrator then selects the voting option "V" in the action column of the faculty member they would like to review.
3. The committee chair or admin can then drag committee members to the appropriate voting option (recommend for, recommend against, abstain, absent). Please note that the names of the individuals listed in each type of vote ARE NOT RECORDED. The number of how many people voted which way is all that is important. Therefore, if votes were taken anonymously in person only the number of people to reflect how the final count turned out needs to be dragged and dropped by the committee chair or administrator.

STEP 6: UNIT COMMITTEE RECOMMENDATION

ROLE: UNIT COMMITTEE CHAIR

The unit committee chair records the unit committee's recommendation. The committee chair has several voting options:

- Recommend for reappointment, promotion and tenure
- Recommend against reappointment, promotion and tenure
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions)

* See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The unit committee chair selects a faculty member from the list. All active faculty will have an active link as well as an active review button "R."
3. After the committee has met, discussed and voted on an action for the candidate, the Committee Chair should click the "Unit PRT Committee Recommendation" folder and upload the completed Committee letter. (Preferably in PDF form.)
4. Once the Unit Committee Letter has been uploaded to the dossier the chair must click one of the buttons described above as voted on by the committee to move the dossier to the next step.

STEP 7: UNIT HEAD RECOMMENDATION

ROLE: UNIT HEAD OR DELEGATE

The unit head makes the final recommendation before it is sent to the college committee for review. The unit head has the following options:

- Recommend for reappointment, promotion and/or tenure
- Recommend against reappointment, promotion and/or tenure
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions, such as correcting an effective date.)

* See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. Unit chair selects a faculty member from the list. All active faculty will have an active link as well as an active review button "R."
3. The unit chair can then select the appointment type (reappointment, promotion, tenure); effective date; title; number of years. The unit chair can also return or remand the dossier to a previous step.
4. Choose the "Unit Head Recommendation" folder, and upload letter. (Preferably in PDF format)
5. Once the recommendation letter has been uploaded to the dossier, click one of the buttons described above to move the dossier to the next step.

***Note:** If application is for a combination and decision is split or inconsistent with original application (ex: For Tenure, against Promotion, or For Reappointment but only 1 year rather than 3). Choose the "Recommend For" button and utilize the comments section above the buttons briefly stating your inconsistent recommendation.

STEP 8: COLLEGE REVIEWER ASSIGNMENT

ROLE: COLLEGE ADMINISTRATOR

Once the unit head submits their final recommendation, the college administrator selects a college reviewer (An existing member of the college RPT committee).

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The college administrator selects a faculty member from the list. All faculty currently at this step will have an active link as well as an active review button "R."
3. The college administrator can then select the reviewer from existing members of the committee. If your college does not generally designate reviewers, the College Committee Chair can be selected as reviewer for all in order to move to Step 9.

STEP 9: COLLEGE REVIEWER RECOMMENDATION

ROLE: COLLEGE COMMITTEE REVIEWER

The college committee reviewer views the dossier and then gives a *preliminary* recommendation either for or against reappointment, promotion and/or tenure. The committee reviewer has the following options:

- Recommend for reappointment, promotion and/or tenure
- Recommend against reappointment, promotion and/or tenure
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions)

* See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. Select a faculty member from the list which appears. All faculty at this step will have an active link as well as an active review button "R." Select either to view the dossier.
3. Choose the green "Show all uploaded documents" button to review the dossier in its entirety.
4. Then select either "recommend for", "recommend against", "Remand", or "Return".

STEP 10: COLLEGE RPT COMMITTEE VOTES

ROLE: COLLEGE COMMITTEE MEMBER

Once the college committee reviewer makes a recommendation, committee members are asked to vote. Voting can either be done on an individual basis or as a group.

- **INDIVIDUAL VOTING**

Each committee member has an active account and can log into the system to vote. Committee members can either "recommend for" or "recommend against" reappointment promotion and/or tenure.

- **GROUP VOTING**

Many college committees meet to discuss and record their votes and recommendations. Drag and Drop group based voting is available to support this effort. The college committee chair or college administrator selects the faculty member and can then drag one or more committee members to various "buckets" (recommend for, recommend against, abstain, absent).

- **BATCH VOTING**

Batch voting gives college administrators the ability to record for more than one faculty member at a time.

All voting is anonymous. Individual's voting information is not recorded. At least 2/3 quorum must vote for the recommendation to be valid.

HOW TO:

Individual Voting:

4. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
5. College committee members or administrators then select a faculty member from the list. As with previous steps, committee members will only see faculty who are at the voting step within their college.
6. After reviewing the dossier, the college committee member then selects either "recommend for" or "recommend against."

Group Voting:

4. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
5. The college committee chair or administrator then selects the dark red voting button "V" in the action column of the faculty member they would like to review. (Committee members who are not chairs do not have this capability).
6. The college committee chair or admin can then drag committee members to the appropriate voting option (recommend for, recommend against, abstain, absent).

Batch Voting:

1. After logging into the system, the administrator selects the "Batch Voting" screen from the red ribbon at the top of the page.
2. The administrator selects one or more faculty from the list by checking the box in the first column.
3. The administrator selects the "Batch Vote on Selected Nominees" button.
4. By default, all committee members are listed in the voting box. Administrators can drag committee members to the "abstain" or "absent" box.
5. The administrators either selects "approve" or "deny" for all remaining committee members in the voting box

STEP 11: COLLEGE CHAIR SUBMITS RECOMMENDATION

ROLE: COLLEGE COMMITTEE CHAIR

The college committee chair views the dossier and submits the committee's recommendation based on the vote. The chair can select one of the options below for each faculty member at this step:

- Recommend for reappointment, promotion and tenure
- Recommend against reappointment, promotion and tenure
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions)

* See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The chair selects a faculty member from the list. All faculty at this step will have an active link as well as an active review button "R."
3. The college administrator records the committee's final recommendation by selecting one of the action buttons (recommend for, recommend against, remand, return). The chair can also record the effective dates for promotion and / or reappointment as well as the length of the appointment.

***Note:** If application is for a combination and decision is split or inconsistent with original application (ex: For Tenure, against Promotion, or For Reappointment but only 1 year rather than 3). Choose the "Recommend For" button and utilize the comments section above the buttons briefly stating your inconsistent recommendation.

STEP 12: COLLEGE COMMITTEE CHAIR FINALIZES LETTER

ROLE: COLLEGE COMMITTEE CHAIR

The final recommendation is recorded and the committee chair finalizes the letter. Once the letter is finalized the status of the recommendation is available to the candidate and other college reviewers via the recorded dossier history.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The chair selects the brown letter option "L" from the action column of a faculty member at this step.
3. The chair can select the default letter generated by the system, make modifications as needed and then upload the revised version, or upload a previously written letter. (It is preferable that letters are uploaded in PDF format.)

STEP 13: DEAN SUBMITS RECOMMENDATION

ROLE: DEAN OR DELEGATE

The dean views the dossier and submits his or her recommendation. The dean can select one of the options below for each faculty member at this step:

- Recommend for reappointment, promotion and/or tenure
- Recommend against reappointment, promotion and/or tenure
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions)

* See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The dean selects a faculty member from the list. All active faculty at this step will have an active link as well as an active review button "R".
3. The dean records his or her recommendation by selecting one of the action buttons (recommend for, recommend against, remand, return). The dean can also record the effective dates for promotion and / or reappointment as well as the length of the appointment.

***Note:** If application is for a combination and decision is split or inconsistent with original application (ex: For Tenure, against Promotion, or For Reappointment but only 1 year rather than 3). Choose the "Recommend For" button and utilize the comments section above the buttons briefly stating your inconsistent recommendation.

STEP 14: DEAN FINALIZES LETTER

ROLE: DEAN OR DELEGATE

Once the final recommendation is recorded, the dean reviews the generated letter, makes adjustments if needed and then finalizes the letter. Once the letter is finalized the status of the recommendation is available to the candidate and other college reviewers via the recorded dossier history.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The dean selects the letter option brown "L" from the action column of a faculty member at this step.
3. The dean can select the default letter generated by the system, make modifications as needed and then upload the revised version. (PDF version is preferred).

STEP 15: PROVOST SUBMITS DECISION/RECOMMENDATION

ROLE: PROVOST OR DELEGATE

The provost views the dossier and submits his or her decision. The provost can select one of the options below for each faculty member at this step:

- Approve
- Deny
- Remand (official remand to candidate or previous step found in CBA § 7.2.3 – procedural errors and insufficient materials)
- Return (return to candidate or previous step for more administrative functions)
- * See page 37 for more information on Remand and Return options.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The provost selects a faculty member from the list. All active faculty at this step will have an active link as well as an active review button "R".
3. The provost records his or her decision by selecting one of the action buttons (approve, deny, remand, return). The provost can also record the effective dates for promotion and / or reappointment as well as the length of the appointment.

STEP 16: PROVOST FINALIZES LETTER

ROLE: PROVOST OR DELEGATE

Once the final recommendation is recorded, the provost reviews the generated letter, makes adjustments if needed and then finalizes the letter. Once the letter is finalized the status of the recommendation is available to the candidate and other college via the recorded dossier history.

HOW TO:

1. After logging into the system, choose the "Candidates Already Activated" screen in the red ribbon at the top of the page.
2. The provost selects the letter option "L" from the action column of a faculty member at this step.
3. The provost can select the default letter generated by the system, make modifications as needed and then upload the revised version. (PDF version is preferred).

STEP 18: COLLEGE ADMIN ARCHIVES DOSSIER

College administrators can archive dossiers once the Board of Trustees step has been completed. Often the administrators must complete Step 17. Before the Dossier is moved to archive (hit the done button) it is suggested that they contact the faculty members and have them download the zip file of their dossier. Dossiers that are archived are moved from the active candidate listing to the archive view and can be retrieved at any time.

Dossier Checklist

The system is designed to support an unlimited number of categories by college. By default the categories below are supplied. Categories can be added and removed as needed to support the business rules of colleges within your institution.

Dossier Categories	Description
Unit RPT Criteria	<p>Please select from the drop down listing the appropriate Unit RPT criteria. The chosen criteria will populate in your dossier automatically.</p> <p>If for some reason you feel that your Unit's RPT criteria is not available for selection, please contact the Academic Personnel Unit within the Provost office.</p>
Curriculum Vitae	<p>This dossier category allows for the upload of one document by the candidate.</p> <p>It is important that this document follow any guidance provided by your Unit's specific RPT criteria or standard college format.</p>
Personal Statement	<p>This dossier category allows for the upload of one document by the candidate.</p> <p>This document could include the candidate's statement of goals, career plan, and/or a self-evaluation of performance in teaching, research and scholarly activity, college, university, professional, and community service.</p> <p>It is important that this document follow any guidance stated by your Unit's specific RPT criteria.</p>
Annual Performance Evaluations	<p>This dossier category allows for the upload of five documents; however one document is required in this dossier category before the Unit RPT Committee can review the dossier.</p>
Teaching Contributions	<p>This dossier category typically contains documentation of teaching contributions (ex: teaching evaluations). It is best to digitally organize the documents in this category based on your Unit's specific RPT criteria.</p>

Scholarly Contributions	This dossier category typically contains documentation of research contributions and scholarly activities. It is best to digitally organize the documents in this category based on your Unit's specific RPT criteria.
Service Contributions	This dossier category typically contains documentation of service for the college, university, professional, and community. It is best to digitally organize the documents in this category based on your Unit's specific RPT criteria.
External Letters	These letters are typically uploaded by the College Administrator or the Unit Head before the Unit RPT Committee reviews the Dossier. This Dossier category will likely include letter of recommendation from individuals outside the university. Please refer to your Unit's specific RPT criteria for the number and type of letters that should be uploaded to the candidate's dossier
Initial Letter of Appointment	
Reappointment Letters (History)	
Additional Documents	
Unit RPT Committee Recommendation	
Unit Head Recommendation	
College RPT Committee Recommendation	
Dean Recommendation	
Provost Recommendation or Decision	
Faculty	

Reconsideration	
Faculty Response	

Remanding or Returning

At multiple steps in the process reviewers may need to return or remand dossiers for additional information or further review.

Remand - Remands are official returns to previous steps or to the candidate. The remand is recorded in the history along with any associated comments. Remands can be returned with or without bypass.

Return - Returns are unofficial returns generally used for more clerical or administrative functions. Returns also can be with or without.

Bypass - Enables reviewers to send the dossier back one or more steps and have it returned to the step at which it was returned with bypass without going through all steps in between for a second time.

Negative Recommendation

As a reminder, candidates should consult either a senior colleague with experience in the RPT process (who is not directly involved in the current RPT cycle), or the AAUP staff, about their rights, responsibilities, and options in the event that they receive a negative recommendation.

In accordance with the AAUP contract, the eRPT system is designed to allow the candidate to add relevant new material to the dossier at any time. This is especially important to remember should s/he receive

a negative letter of recommendation.

Should this occur, the candidate will receive an automated e-mail notification and will be able to login to the eRPT system and view their dossier. There are four options should a negative review occur: 1) Request Reconsideration 2) Submit a Response 3) Withdraw the dossier 4) Allow the process to continue without any action.

For Reconsideration per the AAUP contract, “within fourteen days after receiving notice of the negative recommendation, the candidate has the right to request reconsideration” (7.5.8). After the 14 day window has elapsed, the eRPT system will not automatically move the dossier without the candidate’s action; however the date/time at which the candidate received the automated notification is logged in the Routing History of the dossier.

The candidate has the right to a reconsideration “at the first level which a negative recommendation occurs (7.5.8)”. If the candidate waives reconsideration at an earlier level, s/he may request reconsideration at a subsequent level; however the decision to grant the request is at the discretion of the current level reviewer.

Alternatively, the candidate may address the negative recommendation in a response letter (7.5.4) addressed to the next level of review.

In either case, the candidate “may submit supporting substantive or procedural information” (7.5.8) together with a request for reconsideration, or add “new material” (7.5.3), with or without a response letter, by uploading documents into the Faculty Reconsideration, Faculty Response, or Other folders.

To continue the review process after a negative review, a candidate must log in and choose to waive or request reconsideration. Any materials (letters, or additional documents) must be uploaded before pushing either the “Request Reconsideration” or the “Waive Reconsideration” buttons. If the candidate pushes the “Request Reconsideration” button, the dossier will be immediately routed back to the level of review where the negative recommendation occurred. If the candidate pushes the “Waive Reconsideration” button, the dossier will be immediately routed to the next level of review, members of which will have access to view the response letter in the “Faculty Response” folder.

The decision to respond or request reconsideration involves a complex analysis of many factors. We therefore strongly recommend that the candidate consult with a senior colleague or an AAUP staff person as mentioned above, before making that decision.

The above narrative is information on how the eRPT system functions in accordance with the AAUP contract. This information is in no way meant to advise the candidate on responding to or waiving reconsideration in the event of a negative recommendation. On the small chance that the eRPT system does not function as described above, the documents within the dossier are expected to stand on their own by articulating the RPT procedures that were followed. Thus, the intent by which the users add documents to the dossier should be clearly stated.

*For more information on RPT and the eRPT system please visit

<http://www.uc.edu/provost/about-us/profile/academic-personnel/rpt.html> or search eRPT on the UC website.