eRPT – 3 STEPS FOR UNIT HEADS

Summary
1. Verify every candidate who needs to submit a dossier has been activated
2. Review each candidate's dossier and make sure all documents required by the RPT criteria have been uploaded and advise candidate on any changes which need to be made
3. Review each dossier and submit your recommendation

STEP 1: COLLEGE ADMIN ACTIVATES CANDIDATES FOR ROUND (COMPLETED BY COLLEGE ADMIN)

STEP 2: UNIT HEAD REVIEW

ROLE: UNIT CHAIR OR DELEGATE

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. (reappointment, promotion, tenure, or a combination); effective date; title seeking (depending on application type); number of years (depending on application type).

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 at this step will have an active hyperlink as well as an active review button "R."
3. Review and verify all candidate information.
4. Verify or select the application type (reappointment, promotion, tenure, or a combination); effective date; title seeking (depending on application type); 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.

CANDIDATES ALREADY ACTIVATED

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Current Title</th>
<th>Nomination</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Acuna-Stamp, Joseph</td>
<td>Assoc Professor</td>
<td>Reappointment, CEAS - Energy, Environ...</td>
<td>04/05/2012: Step 1: College Admin activates Candidate for RPT</td>
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<tr>
<td>48</td>
<td>Adams, Heather</td>
<td>Assoc Professor</td>
<td>Reappointment, CEAS - Aerospace Syst...</td>
<td>04/05/2012: Step 1: College Admin activates Candidate for RPT</td>
<td>H R W</td>
</tr>
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</table>
STEP 3: CANDIDATE FINALIZES DOSSIER (COMPLETED BY CANDIDATE)

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 6 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.

*Quick Tip: Hovering over the question marks will give a brief description of correlating object.

STEP 5: UNIT RPT COMMITTEE REVIEWS DOSSIER  (COMPLETED BY UNIT COMMITTEE)

STEP 6: UNIT RPT COMMITTEE CHAIR SUBMITS RECOMMENDATION  
(COMPLETED BY COMMITTEE CHAIR)
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 6 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. If an issue is discovered with the previous review or dossier, you may choose to “Return” or “Remand” the dossier to a previous step. (Please see Return and Remand descriptions above.) If no issue are discovered, click on the “Unit Head Recommendation” folder, and upload your finalized letter. (Preferably in PDF format)

4. Once the recommendation letter has been uploaded to the dossier, choose either the “Recommend For” or "Recommend Against" button which correlates with information in the letter.

*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.
### Reappointment & Promotion

<table>
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<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Tenured</td>
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<tr>
<td>Track</td>
<td>Assoc Professor</td>
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<tr>
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<tr>
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<td>Init Appt Date:</td>
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<td>AAUP</td>
<td>No</td>
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<tr>
<td>Record of Action</td>
<td>View</td>
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</table>

#### DOCUMENT CATEGORIES

- RPT Criteria
- Curriculum Vitae
- Personal statement from candidate
- Teaching Contributions
- Teaching Evaluations
- Scholarly Contributions
- Service Contributions
- Internal Letters
- External Letters
- External Review Letters
- Annual Performance Evaluations
- Initial letter of appointment
- Previous Reappointment Letters
- Faculty Reconsideration
- Other
- Unit RPT Committee Recommendation
- College RPT Committee Recommendation
- Dean Recommendation
- Provost Recommendation or Decision

#### Comments:

![Text area for comments]

- Recommend For
- Recommend Against
- Return
- Remand
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.

*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.*