

Order of Documents in Completed RPT file [online RPT process] 2020

1. Summary form [Reappointment, Promotion/Tenure Recommendations Form— Summary of Recommendations] *signed and dated at each review level*]
2. Recommendation of the Head
3. Recommendation of the Departmental Personnel Committee
4. Recommendation of the CAS RPT Committee
5. Recommendation of the Dean
6. Recommendation of the Provost/VPAA
7. Letters of rebuttal from Candidate (space for 4, if needed), *only in cases where one or several recommendations are negative.*
8. “Development of the RPT Document File” form pages 1-3, *with faculty member’s signature on page 3 indicating that the file is complete.*
9. Initial appointment documents including position description (*required only for those who have not yet been awarded tenure*).
10. A statement describing the work assignment within the University (teaching, research, extension, service, administration, and/or advisement) during the time period considered for this personnel action. A summary of percentages for each category of activity should be included.
11. Annual appraisal and development documents (*all of these should be signed*) prepared during the period considered for this personnel action.
12. Written statements, if any, documenting either special achievements or deficiencies related to the personnel action under consideration. *As applicable*
13. Records of sabbatical or other periods of leave (not to include annual leave).
14. Copies of applicable departmental policies and procedures for reappointment, promotion, and/or tenure decisions. Major revisions of the above which have occurred during the tenure of the faculty member and which may influence this personnel action must be indicated.
15. Current vita of candidate
16. Self-assessment statements from candidate
17. All letters (numbered) received from peer reviewers (for tenure and promotion cases). *Minimum of 3, generally around 5. Should not be open to the candidate*
18. Copy of the form letter sent to the external reviewer about the RPT action.
19. A copy of external reviewer’s CV or a brief description of each reviewer, their credentials, and their relationship (if any) to the candidate.
20. A copy of the signed waiver regarding access to letters from external reviewers.
21. A copy of the signed waiver regarding access to internal letters.
22. Evidence in support of candidate’s teaching abilities (supplied by candidate)
23. Evidence in support of the candidate’s accomplishments in research (supplied by candidate).
24. Evidence in support of the candidate’s service activities and/or Outreach. (supplied by candidate).

25. Signed EA form.
26. Draft letter of non-reappointment from the Department Head (*only necessary in cases in which the candidate receives a negative recommendation from the DH or the Departmental RPT Committee.*)
27. Draft letter of non-reappointment from the Dean (*only necessary in tenure and reappointment cases when the Dean's recommendation is for non-reappointment*)