SCHOOL OF ENGINEERING

RPT File Upload Instructions

for Retention (mid-probationary), Promotion & Tenure (to Associate Professor) and Promotion (to Full Professor) Reviews

https://rpt.unm.edu/

Important:

- The RPT site builds dossiers and manages the review process
- Save and upload all documents as PDF; the RPT site will not accept Word docs
- **See Academic Affairs RPT guidelines for naming convention for files**

Table of Contents

Sections 1-8 are added to Dossier by the candidate

1. Curriculum Vitae Section
    - Candidate P&T CV
        - Use SOE P&T CV template
        - Cover page to CV should summarize the candidate's major accomplishments

2. Teaching Statement or Portfolio Section
    - Teaching Statement (2 pages)

3. Peer Teaching Observations
    - One per year is required by Academic Affairs
    - Mid-pro dossiers should have 2 evaluations
    - P&T dossiers should have 5 evaluations
    - Promotion dossiers should have ~5 evaluations (since tenure)

4. Student Evaluations
    - A summary of student evaluation of teaching presented in the standard table (Appendix C of the Academic Affairs RPT Guidelines)
    - Student Comments (combine into one PDF for each course)

5. Course Materials
    - Examples of original teaching materials from each unique course taught (no need to include materials from the same course taught over several semesters).

6. Research/Creative Works Statement
    - Research Statement (2 pages)

7. Service Statement
    - Service Record Statement (2 pages)
    - Optional explanatory materials that describe the impact of the pandemic on service.

8. Supplemental Materials

- List of Supplemental Materials Included in Dossier (signed by Department Chair or P&T Committee Chair)

    1. Statement of Professional Aspirations for the next Decade (SOE Requirement)
    2. Citations over a 5-year term, sum of citations for 3 most cited papers, and the sources of citations (SOE Requirement)
    3. 5 most significant publications in the last 5 years, each with a brief summary (SOE Requirement)
    4. Supplemental materials beyond the three SOE required documents listed above are **optional** and should only be included if they strengthen the candidate's packet (for example, evidence for excellence in teaching). Candidates should discuss what they want to include with their department P&T committee members and/or Chair, and they should guide the candidates to ensure that the candidates do not submit lengthy materials that distract from the rest of the dossier.

        Categories of supplemental materials suggested in the Academic Affairs P&T guideline include books; articles; research grants; reviews of grant proposals or manuscripts; unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications, etc.

        Unpublished manuscripts are acceptable as supplemental material, but only substantive, high-quality submitted or accepted manuscripts that are also listed in your CV (Work Under Review) can be included. Unsolicited letters of support are acceptable (see Academic Affairs P&T guidelines), but they are not allowed after the candidate has submitted materials to RPT.

Sections 9-15 are added to Dossier at Department or School Level. Not by Candidate.

9. Annual Performance Reviews
    - The candidate's annual performance reviews describing performance and recommendations for growth and development
    - There should be at least 2 annual reviews for mid-pro dossier and at least 5 for P&T dossier
    - For promotion to full professor, upload annual reviews from years after P&T review

10. Department's T&P Criteria (must be included and inserted in RPT by the department chair)

11. List of External Reviewers
    - Use Appendix B template in Academic Affairs Guideline

12. External Reviews' Invitation (for promotion & tenure and promotion to full professor only)
    - Include the letter inviting the external reviewer to evaluate the candidate's work
    - If the same letter is used to invite all external reviewers, only include one letter and indicate it was used to invite all external reviewers

13. External reviewer CV's (CV or a summary for each external reviewer)
    - The curriculum vita (or a summary) for each external reviewer assists in documenting their expertise in specific domains of scholarship and creative works.

- External reviewers must have a demonstrated record of accomplishments on precisely those themes and topics that the candidate has described as the primary areas of work in which they aspire to have an impact.

14. External Reviews (Letters)
    - At least six external reviews are required for tenure and promotion and promotion to full professor, including at least 3 letters from reviewers whose names were not provided by the candidate)
    - External reviews are not required for mid-probationary candidates

15. Department Faculty Recommendation and Comments
    - Signed letter / report from Departmental P&T Committee
    - Summary of faculty recommendation and vote
    - Signed individual department reviewer recommendation forms (SOE template)

16. Department Chair Recommendation Letter

17. School Recommendation and Comments (not required for senior and principal lecturer)
    - Summary of school committee recommendation (and vote)
    - Committee report or individual college committee reviewer recommendation forms (SOE template)

18. Dean Recommendation (letter)