

## **Reappointment, Promotion and Tenure Procedures (RPT)**

### **FALL CYCLE ~ OCTOBER**

All salaries faculty promotions occur at the October RPT cycle. The following outlines the administrative process.

1. **Deadline** to submit to the Dean Office: First working day in October. **NO extensions.**
2. There are differences in requirements of a tenure vs non-tenure pathway dossier. Use the requirements for respective pathway.
3. **Arm's Length Letters** are required for all Promotions, *with the exception to the Clinical Pathway*, are to be requested by the department chair, not the candidate.
  - **Tenure Pathway:** Minimum of 5 Arm's Length Letters
  - **Non-Tenure Pathway:** Minimum of 3 Arm's Length Letters
  - **Clinical Pathway:** support letter comes from writers who have personal experience with the Candidate and are not considered to be arm's length.
    - **Clinical Assistant Professor:** Minimum of 3 letters
    - **Clinical Associate Professor:** 1 letter from regional or national reviewers and 2 from internal or local reviewers.
    - **Clinical Professor:** 2 letters from regional or national reviewers and 1 letter from internal or local reviewers.

### **I. FACULTY ON THE NON-TENURE PATHWAY PROMOTION:**

**Who are the non-Tenure Faculty:** Clinical Scholar Pathway, Clinical Pathway, Education Scholar Pathway, and Research Scholar Pathway

**What makes up a Dossier:**

- Completed LCOM Non-Tenure Promotion Sheets
- Curriculum Vitae (CV) in the LCOM Standardized Format
- List of External ("arm's-length") Reviewers
  - Referee Forms (cover letter that accompanies the request for arm's length letter review documenting appropriate relationship)
  - External letters (minimum of three (3))
  - External letter writer's CV
- Teaching Evals (covering ~ last 5 years)
- Teaching Summary Table ~ last 5 years
- LCOM STANDARD ANNUAL Review Form, Most recent (with the last 12 months)

## **SUBMISSION OF DOSSIER FOR NON-TENURE PATHWAY FACULTY**

**How and What needs to be submitted:** Dossier is to be submitted both electronically in PDF Format and Hardcopy.

**PDF:** Once each dossier is complete, has been reviewed by the Chair and faculty member, signed and bookmarked, submit the **complete dossier** electronically in PDF format to Vicki Counos [Vicki.Counos@med.uvm.edu](mailto:Vicki.Counos@med.uvm.edu)

**Naming the PDF File:** candidate lastname\_firstname, ex: Wilcox\_Rebecca

### **What are the requirements for Bookmarking the dossier?**

See Bookmarking requirements on our Office for Faculty web site:

**Hardcopy:** The following is to be submitted hardcopy, clipped or stapled

- Complete LCOM Non-Tenure Promotion Sheets
- Candidates CV in LCOM Standardized Format
- LCOM Standard Annual Review Form, most recent (within the last 12 months)

**NOTE: Table at the bottom of the Proposed Action for Candidate (page 1).** Percent effort, MUST be completed per UVM. If not completed, the promotion packet **will not** be accepted, and will be returned to the department. Percent effort in table on page 1, must be the same as stated by **Chair in Chairs Summary Statement (page 3)**.

*Keep a copy of Non-Tenure Promotion Sheets for your departmental personnel files, the originals will be kept in the Dean's Office personnel files. At the end of the process, you will be provided with copies of the faculty letter, signature page with all signatures, Dean's Statement, Faculty Standards Committee reviews, letter from the Provost, and if provided comments from the Professional Standards Committee.*

## II. FACULTY ON THE TENURE PATHWAY ~ PROMOTION

### What makes up the Dossier:

- Completed UVM Green Sheets
- Curriculum Vitae (CV) In LCOM Standardized Format
- List of External (“arm’s length”) Reviewers
  - Referee Forms (cover letter that accompanies the request for arm’s length letter review documenting appropriate relationship)
  - Completed external Letters (minimum of five (5))
  - External letter writer’s CV
- Teaching Evals (covering ~ last 5 years)
- Teaching Summary Table
- LCOM Standard Annual Review Form, most recent (within the last 12 months)

### SUBMISSION OF TENURE PATHWAY DOSSIER ~ PROMOTION

**How and What needs to be submitted:** Dossier is to be submitted both electronically in PDF Format and Hardcopy.

**PDF:** Once each dossier is complete, has been reviewed by the Chair and faculty member, signed and bookmarked, submit the **complete dossier** electronically in PDF format to Vicki Counos [Vicki.Counos@med.uvm.edu](mailto:Vicki.Counos@med.uvm.edu)

**Naming the PDF File:** candidate lastname\_firstname, ex: Wilcox\_Rebecca

### **What are the requirements for Bookmarking the Dossier?**

See Bookmarking Requirements on our Office for Faculty web page

**Hardcopy:** The following is to be submitted hardcopy, clipped or stapled

- Completed University Green Sheets
- Candidates CV in LCOM Standardized Format
- LCOM Standard Annual Review Form, most recent (within the last 12 months)

*Keep a copy of Green Sheets for your departmental personnel files, the originals will be kept in the Dean’s Office personnel files. At the end of the process, you will be provided with copies of the faculty letter, signature page with all signatures, Dean’s Statement, Faculty Standards Committee reviews, letter from the Provost, and if provided comments from the Professional Standards Committee.*

### III. REAPPOINTMENTS IN OCTOBER

**Who submits reappointment dossiers in October?** Tenure Pathway faculty and first reappointments as an Assistant Professor on the Non-Tenure Pathway.

#### Tenure Pathway Faculty reappointments

- 1st reappointment as an Associate Professor without Tenure
- 2nd reappointment as an Assistant Professor without Tenure

#### **What makes up a Tenure Pathway reappointment Dossier:**

- Completed UVM Green Sheets
- Curriculum Vitae (CV) Must be in LCOM Standardized Format
- Teaching Evals
- Teaching Summary Table
- LCOM Standard Annual Review Form, most recent (within the last 12 months)

#### SUBMISSION OF TENURE PATHWAY ~ REAPPOINTMENT DOSSIER

**How and What needs to be submitted:** The reappointment dossier is to be submitted both electronically in PDF Format and Hardcopy

**PDF:** Once each dossier is complete, reviewed by the Chair and faculty member, signed and bookmarked, submit the **complete dossier** electronically in PDF format to Vicki Counos  
[Vicki.Counos@med.uvm.edu](mailto:Vicki.Counos@med.uvm.edu)

**Naming the PDF File:** candidate lastname\_firstname, ex: Wilcox\_Rebecca

#### **What are the requirements for Bookmarking the Dossier?**

See Bookmarking Requirements on our Office for Faculty web page

**Hardcopy:** The following is to be submitted hardcopy, clipped or stapled

- Completed Green Sheets
- Candidates CV in LCOM Standardized Format
- LCOM Standard Annual Review Form, most recent (within the last 12 months)

*Keep a copy of the Green Sheets for your departmental personnel files, the originals will be kept in the Dean's Office personnel files. At the end of the process, you will be provided with copies of the faculty letter, signature page with all signatures, Dean's Statement, Faculty Standards Committee reviews, letter from the Provost, and if provided comments from the Professional Standards Committee.*

**First Reappointment as Assistant Professor on the Non-Tenure Pathway, in second year of term, 6 month notice of reappointment.**

**What makes up a first reappointment dossier for an Assistant Professor, Non-Tenure Pathway?**

- LCOM Standard Annual Review Form, most recent (within the last 12 months)
- Candidates CV in LCOM Standardized Format

**How and What needs to be submitted:** Needs to be submitted Hardcopy Only

**Hardcopy:** The following is to be submitted hardcopy, clipped or stapled

- LCOM Standard Annual Review Form, most recent (within the last 12 months)
- Candidates CV in LCOM Standardized Format

*Keep a copy for your departmental personnel files, the originals will be kept in the Dean's Office personnel files. At the end of the process, you will be provided with a copy of the faculty reappointment letter.*