Department Admin Guide
Reappointment, Promotion, and Tenure Processes

Setup

Review Process

Setup

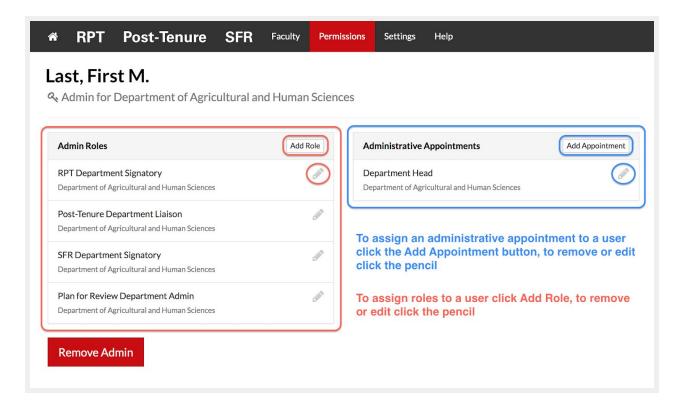Before getting started, it's important to verify permissions and settings.

Department Admins / Head

Department admins include staff in the department who are responsible for guiding the RPT process. This could be business officers, executive assistants, or department heads. Before each review cycle, please verify the names listed in your department under [Permissions / Admins](#).

At a minimum each unit must have an active faculty member with the assigned administrative appointment of *Department Head*. The department head will be listed as the departmental signatory on the dossier cover form.

DVF / Faculty Appointments

Departmental voting faculty must be up current and faculty appointments should reflect current ranks. Professors and associate professors with tenure are automatically added to the departmental voting faculty. You must consult your department and college RPT tenure and non-tenure policies concerning who is eligible to vote.

Department heads should not be listed in the DVF. You can add faculty members either on the Department Voting Faculty page or under Faculty. To edit an existing faculty member's rank, click their name in the Faculty directory, and then click *Edit Rank* in the *Faculty Appointment* box.

Related Persons

In cases where a member of the DVF bears a relationship to the candidate that is covered by the Board of Governors' Policy on Employment of Related Persons (UNC Policy 300.4.2), the DVF member is ineligible to vote and will not be counted in the total of eligible votes. Listing relationships under Permissions / Related Persons will automatically restrict faculty members from participating in each other's RPT procedures, and mark them as an ineligible voter on any reviews.

Rules

Lastly, it's important to verify your rules are entered for all standards and procedures in your department. Navigate to Settings / Rules, fill in any missing policy references, and verify the links are working.

Review Process

This is a step-by-step overview of the review process.

Candidate Submits Dossier

Uploading sections I-VI. of the dossier is the first step. This can be completed by the candidate themselves. Pages are numbered automatically. Any document can be titled if you check the *Add heading* checkbox located above the upload button. For optional sections, including the candidate statement and candidate responses, you can check the *NA* checkbox to include a blank titled document for that section. Section I.A. is automatically pulled in from the candidate's most recently finalized SFR. The candidate's statement while optional is limited to 2 pages.

Department Admin Reviews Individual Dossier

Before requesting the candidate's signature, you should review the cover form information and dossier are complete and accurate with respect to the procedures and standards of the department, college, and university. When you request the signature from the candidate, an email is sent with instructions to review their dossier and sign the cover form when they are satisfied with the information presented in sections I-VI.

Candidate Signs Cover Form

The candidate reviews the dossier and cover form. When they are ready to release the dossier to external evaluators and the DVF, they sign the cover form.

Department Admin Solicits External Evaluations

Not all procedures require external evaluations.

The department head typically pens the letter to external evaluators soliciting letters to include in section VII. If you use the template letter for section VII.A. you can click the *Copy Default Template Letter to VII.A.* button. You must summarize the list of materials provided via the textbox after clicking the *Materials Provided to Evaluators* button. To be included in the dossier you must complete the evaluators biography and upload a letter.

You can opt to share the external evaluation materials electronically with evaluators, but you must include their email and a due date for their response when adding or editing the evaluator.

Documents included in the reference section can be shared via the *Share With: External Evaluators* checkbox. Sections of the dossier can be shared via the *Share external* checkbox located under the document controls. Lastly, you can upload documents via the *Materials Provided to Evaluators* button. External evaluators can then be emailed via the system, which will provide a secure link to the document (single PDF) with the documents you selected to include as evaluation materials. You can preview both the email and the evaluation materials before sending the email to the evaluator.

Department Admin Receives External Evaluations Letters

As you receive letters from evaluators you can upload them via the *Edit* button. If you solicited the evaluation via email through the system the evaluators will upload the document themselves and provide their brief biographical sketch.

Department Head Shares Dossier with DVF

After sections I-VII., or in some cases, I-VI. are complete and the candidate has signed, the department head, or department admin, makes the dossier available to the DVF. You can send an email by clicking the *Email DVF* button.

DVF Submits Assessment

Departmental voting faculty meet and assess the RPT dossier to provide a vote and written assessment. The written assessment is uploaded to section VIII.A. and the DVF vote count is recorded.

Department Head Submits Recommendation

Upon completing their recommendation, the department head, or you, can upload the written assessment to section VIII.B., and click the button indicating if the recommendation is *FOR* or *AGAINST*.

Department Admin Opens Candidate Response Period

The candidate response period is a mandatory five business days (no weekends or university holidays). An email notification is sent to the candidate indicating the start and end date of the response period. The department admins are copied on this email.

Candidate Optionally Submits Response to Departmental Assessments

Once the response period is open the candidate can optionally submit a response to the departmental assessments. The candidate can upload the document directly.

Department Head Signs Cover Form

Finally, when the candidate response period has ended, the department head is automatically emailed to sign the cover form. Department admins are copied on this email. After the department head has signed, the dossier is automatically forwarded to the college level.