

# Department Admin Guide

## Reappointment, Promotion, and Tenure Processes

### Setup

- [Department Admins / Head](#)
- [DVF / Faculty Appointments](#)
- [Related Persons](#)
- [Rules](#)

### Review Process

- [Candidate Submits Dossier](#)
  - [Department Admin Reviews Individual Dossier](#)
  - [Candidate Signs Cover Form](#)
  - [Department Admin Solicits External Evaluations](#)
  - [Department Admin Receives External Evaluations Letters](#)
  - [Department Head Shares Dossier with DVF](#)
  - [DVF Submits Assessment](#)
  - [Department Head Submits Recommendation](#)
  - [Department Admin Opens Candidate Response Period](#)
  - [Candidate Optionally Submits Response to Departmental Assessments](#)
  - [Department Head Signs Cover Form](#)
- 

## 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](#).

**Admins**

Department of Agricultural and Human Sciences

First, Last Middle	Department Head	
First, Last Middle		
First, Last Middle		

Search by name, unity ID, or employee ID

Add admin

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.

**Last, First M.**

Admin for Department of Agricultural and Human Sciences

**Admin Roles** Add Role

RPT Department Signatory Department of Agricultural and Human Sciences	
Post-Tenure Department Liaison Department of Agricultural and Human Sciences	
SFR Department Signatory Department of Agricultural and Human Sciences	
Plan for Review Department Admin Department of Agricultural and Human Sciences	

**Administrative Appointments** Add Appointment

Department Head Department of Agricultural and Human Sciences	
--	--

**To assign an administrative appointment to a user click the Add Appointment button, to remove or edit click the pencil**

**To assign roles to a user click Add Role, to remove or edit click the pencil**

Remove Admin

## 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.

**Reviews**  
Departmental Voting Faculty  
Department of Agricultural and Human Sciences

Please follow the RPT rules for your department and college when updating this list. This list indicates which faculty members have access to RPT reviews, and which reviews are currently visible to the Associate DVF and/or Full DVF. Department liaisons should audit and update this list at the beginning of every review cycle as this system will NOT automatically update faculty appointments. Department heads are not part of the DVF.  
Departmental Voting Faculty are provided access to reviews automatically after a candidate signs the cover form, and maintains this access until the end of the review cycle.

13 DVF Members    13 Associate & Full Votes    7 Full Votes    1 RPT Reviews    0 Reviews visible    1 Reviews not visible

**Reappointment, Promotion, and Tenure Reviews**

Candidate	Proposed Action	Access	Eligible Votes
First, Last Middle 2nd Term Assistant Professor	Promotion to Associate Professor with Tenure	Associate and Full DVF Cover form not signed	<input type="text"/>

**Associate DVF**

6 Votes    + Add Faculty    Edit List

Faculty Member	Details	Eligible Vote
First, Last Middle	?	✓
First, Last Middle	?	✓
First, Last Middle	?	✓

**Full DVF**

7 Votes    + Add Faculty    Edit List

Faculty Member	Details	Eligible Vote
First, Last Middle	?	✓
First, Last Middle	?	✓
First, Last Middle	?	✓

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.

The screenshot shows the 'Faculty' page in the RPT ONLINE system. The navigation bar includes 'RPT', 'Post-Tenure', 'SFR', 'Faculty' (highlighted), 'Permissions', 'Settings', and 'Help'. Below the navigation bar, the page title is 'Faculty' and the department name is 'Department of Agricultural and Human Sciences'. A red box highlights the department name. The number '21' is displayed in the top right corner. A search bar contains the text 'Search for faculty member...'. A blue box highlights the text '21 faculty members'. A green button labeled 'Add Faculty' is highlighted with a blue border. Below the search bar, there is a table with columns: 'Name', 'Academic Rank', and 'Committees / Groups'. The first row shows a faculty member with the name 'First, Last Middle', rank 'Associate Professor with Tenure', and committee 'Agricultural and Human Sciences Departmental Voting Faculty'.

## 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.

The screenshot shows the 'Rules' page in the RPT ONLINE system. The navigation bar includes 'RPT', 'Post-Tenure', 'SFR', 'Faculty', 'Permissions', 'Settings' (highlighted), and 'Help'. Below the navigation bar, the page title is 'Rules' and the department name is 'Department of Agricultural and Human Sciences'. A red box highlights the 'Rules' link in the navigation bar. The main content area is titled 'Reappointment, Promotion and Tenure Standards and Procedures'. A table contains a row with a policy reference 'RUL 05.67.' and a value '09'. A blue box highlights the '09' value. Another blue box highlights a link to the policy: <https://policies.ncsu.edu/rule/rul-05-67-09>.

# Review Process

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

The screenshot shows the RPT Online interface for a faculty review. At the top, there is a navigation bar with a home icon, 'RPT', 'Post-Tenure', 'SFR', 'Faculty', 'Permissions', 'Settings', and 'Help' tabs. The user's email 'unity@ncsu.edu' is displayed in the top right. Below the navigation bar, the user's name 'First, Last Middle' and the review title '2019-2020 Promotion and Tenure Review' are shown. A red 'Dossier' button is located in the top right corner. The main content area is divided into three columns of information:

Unity / Employee ID <b>unity / 000000001</b>	Academic Rank <b>2nd Term Assistant Professor</b>	Proposed Action <b>Promotion to Associate Professor with Tenure</b>
Department <b>Department of Agricultural and Human Sciences</b>	Current Rank Contract <b>12 months / July 1, 2018 to June 30, 2021</b>	Effective Date <b>July 1, 2020</b>
College <b>College of Agriculture and Life Sciences</b>	Graduate Faculty Status <b>Full</b>	

Below the information table, there is a 'Faculty Profile and Appointments' button. The review sections are listed below:

- + Reference Documents** (with a 'Reference Document' upload button)
- + I. Introduction**
- + II. Teaching and Mentoring of Undergraduate and Graduate Students**
- + III. Scholarship in the Realms of Faculty Responsibility**
- + IV. Extension and Engagement with Constituencies Outside the University**
- + V. Technological and Managerial Innovation**
- + VI. Service to the University and Professional Societies**
- + VII. External Evaluations**

At the bottom of the interface, there is a footer with 'NC STATE', a 'Need help?' button, 'Made by WolfTech', an 'Expand all' button, and a 'Back to top' button. A red arrow points from the 'Expand all' button to the 'Reference Documents' section header, and a green arrow points from the 'Back to top' button to the top of the review sections.

## 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.

The screenshot displays the RPT Post-Tenure SFR interface. The navigation bar includes a home icon, 'RPT', 'Post-Tenure', 'SFR', 'Faculty', 'Permissions', 'Settings', 'Help', and a user profile for 'unity@ncsu.edu'. The main content area is titled 'I. Introduction' and contains three sections:

- I.A. Statement of Faculty Responsibilities**: A green button labeled 'I.A. Statement of Faculty Responsibilities' with a timestamp 'created 2019-06-24 07:58:16'.
- I.B. Brief Resume**: A red warning icon and '2 page limit'. The text reads: 'Include dissertation title and name of major professor. (See also [Collection Of Optional And Required Formats For Presenting Sections Of The Dossier](#) for a template and example.)'. Action buttons include 'Add heading' (checkbox), 'View', 'Replace', and 'Delete'. A timestamp 'unity uploaded 2019-06-24 10:01:37' is shown.
- I.C. Candidate's Statement (Optional)**: A red warning icon and '2 page limit'. The text reads: 'Although the dossier format allows for annotation in lists and other methods of providing pertinent information, a candidate may want to provide additional information or perspective about aspects of his/her accomplishments. The candidate's statement should not duplicate information found elsewhere in the dossier. However, the statement may reference applicable pages of the dossier to highlight material that the candidate wishes to emphasize.' An 'NA' checkbox is present, and a button labeled 'I.C. Candidate's Statement' is at the bottom.

## 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.

**Edit External Evaluator**

First Name\*  
Test

Last Name\*  
Test

Title\*  
Professor

Institution\*  
University of Z

Evaluator Proposed By\*

- Candidate
- Departmental Voting Faculty
- Department Head
- Dean

Email address and evaluator's response due by date are required if you want to send evaluation materials via email

Evaluators can submit their bio sketch and letter directly via a secure link sent in the email

Short Biographical Sketch  
This is a sketch  
1334 characters remaining

Evaluator's Response Letter  
Letter

Email Address  
name@email.edu  
An email address is required if you want to send evaluation materials.

Evaluator's Response Due By  
August 1 2019  
A due date is required if you want to send evaluation materials.

Save Evaluator

Briefly describe or list the materials sent to each external evaluator. Examples include SFR,

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.

**– VII. External Evaluations**

*This section is hidden from the candidate.*

Evaluations by accomplished scholars who are not a part of the NC State community provide a valuable element in assessing the accomplishments of faculty (note: external evaluations are not required for reappointments). External evaluations must be solicited and reviewed in the form of letters of evaluation.  
[REG 05.20.05](#)

**Tips for External Evaluations**

**VII.A. Sample Letter**  
 Sample copy of the letter soliciting the external evaluation. Department heads or designees must use the **template letter** to request external review letters, although it may be augmented as needed. If you want to use the template as is, you can click the button below to insert the document.

**VII.A. Sample Letter**  
[Copy Default Template Letter to VII.A.](#)

**VII.B. Annotated List of Evaluators**  
*Generated document, no upload required.*  
 Annotated listing of evaluators showing professional affiliation and providing commentary on reputation in the field and means of selection. There must be indication in this list of who proposed each reviewer, i.e., candidate, departmental voting faculty, department head. Also include a brief list of the materials provided to the evaluators.

**VII.C. External Evaluation Letters**  
*Generated document, no upload required.*

**Materials Provided to External Evaluators**  
 Briefly describe or list the materials sent to each external evaluator. Examples include SFR, current CV (or dossier), 5 selected samples of scholarship, etc. Optionally, upload the materials to share with evaluators via a secure link.

**External Evaluators**

Name	Institution	Details	Email	Controls
Test, Test	University of Z	<a href="#">Bio</a> <a href="#">Letter</a> <a href="#">Materials</a>	<a href="#">Send</a> <a href="#">Preview</a>	<a href="#">Edit</a>



## 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.