Suggestions for how to improve the CRPT review process

CALS RPT committee reviews all prior documents for accuracy and consistency with **departmental standards**, adding comments of the committee on strengths and weaknesses of the case and consistency (or not) of the proposed action with **College standards**.

Publications:

-A statement about order of authorship for the candidate's field should be made at the beginning of this section.

-More clarity is needed about the candidate's role in publications.

Publication example: (format recommended by CALS Task Force)

Smith, J.E.*, K.A. **Arnoldt, P.K**†. Carter, and G.T. Washington. 2016. The use of nylon bags to evaluate digestion in lab experiments. J . of Animal and Plant Systems. 33:123-134.

*graduate student, †corresponding author, bold=promotion candidate.

X_Graduate mentor	_ Lead PI
X_Personnel Supervisory	X_Writing
X_intellectual contribution	_ Data analysis
__Interdisciplinary activity	_International activity
X_Corresponding author	_Conducted research

-Eliminate the "submitted" and "in preparation" articles from numbered items in list

-Number all publications in reverse chronological order.

-Create a separate heading at the beginning of "Publications since last review".

Grant Reporting:

-More clarity is needed on the candidate's contributions to grant funded projects and delineation of grant activities since the most recent RPT action.

Grant Example (recommended format from CALS Task Force):
K.A. Arnold, P.K. Carter, and G.T. Washington. 2012-2016. How to best evaluate digestion. Dept of Agriculture. $200,000.
bold=promotion candidate.

_X_PI	_Co-PI
_X_Project Supervisory	_X_Grant Writing
_X_Intellectual contribution	_Consultant
_ Interdisciplinary activity	_International activity

Timeline

Create a separate heading for items were completed since last promotion (see comment above)

Only include ClassEval reports since last RPT action

Keep text sections concise, especially in Extension section

Remove students' comments as only include positive comments. Exception—if comment prompted a change in teaching approach, etc.