



Academic Promotion Ad Personam Chair, Unit Committee Chair and Department Chair Orientation

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Academic Affairs



Today's Topics

- Review of Promotion and Tenure (RPT)
- Roles to Upload Documents and View Permissions
- Overview of Document Organization
- Overview of Steps to Use RPT for Dossiers



RPT vs. MyVita

- RPT (Review for Promotion and Tenure) is a module within MyVita
- RPT is being used for Promotion processes on campus as part of a UM System initiative
- It allows us to organize the dossier electronically
- Committee members read the dossiers in a secure manner.



Who has permission to do what?

- Faculty Members in the Unit
 - View case if they are a voting member of the Unit committee
- Ad Personam Committee and Unit Committee Chair
 - Upload Documents, move documents, add/delete documents, move case forward at your step
- Department Chairs (Case Manager)
 - Move cases forward/backward, view committees, recuse committee members
- College-level Administrator (Case Administrator)
 - Add a step in the process

Staff Role in RPT

- Can Assist with:
 - Collection of Documents
 - Providing Documents
 - Can be added with the ad personam committee to upload Letters of Appointment, Unit Standards and Letters of Review toward Promotion
 - Organizing Documents
- Faculty members should “move cases forward”



Packet Annotations

> MYVITA VITAE

> CANDIDATE DOCUMENTS

✓ DOSSIER DOCUMENTS

Summary Sheet

Letter of Appointment

Annual Review Toward Tenure- Year 1

Unit Standards

Ad Personam Committee Report Coversheet

Ad Personam Teaching Report

Ad Personam Research Report

Ad Personam Service Report

Unit Committee Report

Reasons Cited for Negative Votes and Abstentions

Candidate Response to Revised Unit Committee Report

Department Chair Recommendation

College Committee Report

Dean's Recommendation

Appendices

Appendix Teaching

Appendix Research



Dossier Documents

- Individual documents can be in word or pdf
- Documents in a specific category can be individual documents or combined with others into a single pdf and the bookmark feature can be used
 - Letters of Review Toward Promotion, Student Letters
- Documents will have specific labels in RPT ([we have a guide for this](#)) except case or unit-specific appendices
- Can be uploaded with saved file name and be re-labeled to required name
- Can be uploaded in any order and organized using drag and drop feature
- No limit to documents uploaded



Annual Review Letters

[Annual T&P Letter 2017](#)

[Annual T&P Letter 2018](#)

[Annual T&P Letter 2019](#)

[Annual T&P Letter 2020](#)

[Annual T&P Letter 2021](#)



Ad Personam Committee Report

- Two options
 - Combine into one pdf with bookmarks for Teaching, Research and Service
 - Four individual documents
 - Coversheet (I have samples!)
 - Ad Personam Report for Teaching
 - Ad Personam Report for Research
 - Ad Personam Report for Service
- Either way, the report (minus coversheet) must be less than 15 pages

Appendices

- Will need a coversheet to separate Appendices from rest of dossier
 - May format name to include a section indicator (A,B,C)

Appendix

A_Sample Course Evaluation

B_Sample Solicitation Letter to Student

C_Student Respondent List

Appendices

- Terms in RPT Naming Conventions were the MOST COMMON in previous cases
- You may have additional appendices
- None of the appendices listed are required
- External Letters should be individual documents





Candidate Amendments to the Factual Record

- Candidates have been instructed to submit amendments to the Unit Committee or Department Chair
- Contact Academic Affairs and we will help you add this information to the Dossier

Home

myVITA

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Vitas & Biosketches

Find Colleagues

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Administration



Review, Promotion and Tenure

Cases

Templates

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Reports

Users & Groups

Cases







Create Case 

Search cases



4 of 4 cases

Filtered By: Active Cases 

Name 	Type 	Template Name 	Status 
<input type="checkbox"/>  Education Preparation, Innovation & Research - UMSL	Tenure	UMSL - Academic Promotion - Promotion to Associate Professor with Tenure	
Step 2 of 9: Ad Personam Committee Apr 24, 2021  Required Documents			

Send Case ▾

Case Options ▾

Unit

Accounting Department - UMSL

TemplateUMSL - NTT - Associate Teaching Professor
- Accounting**Status** NTT Under Consideration [change](#)[Case Materials](#)[Case Details](#) 1**Search case materials by title**

Read Case



+ Expand All



- Collapse All



Share



Settings



Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.



myVITA Vita

Unlocked

[View History](#)[Lock](#)

Title

Details

Actions

UMSL Factual Record for Promotions and Tenure, Chicago Style
Fall 2016 - Summer 2021Generated
Oct 6, 2021[Edit](#)

Candidate Documents

Unlocked

[Lock](#)**Additional Documents** optional[Add File](#)

Candidate Documents **Unlocked**



Lock

Additional Documents optional

Add File

No files have been submitted.

Title	Details
UMSL NTT Promotions Verification of Portfolio Form No responses	Not Yet Submitted

Candidate sees documents



Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

You are asked to submit required items as part of this case. [View](#)

> Dossier Documents Edit Add File

> External Evaluations Request Evaluation Add File

Candidate does not see documents



Add File



[Add New File](#)

[Previous Reviews](#)

Upload

Video

Webpage

Name

Sa|Unit Committee Report



✓ Save

Cancel

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Forms & Reports

Vitae & Biosketches

Find Colleagues

Account Access

Administration

Review, Promotion and Tenure

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Users & Groups


 Expand All Collapse All

Share

Settings

Move

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

▼ Dossier Documents

Edit

Add File

Materials

Title	Details	Actions
<input type="checkbox"/> Summary Sheet	Added by Elizabeth Sampson Mar 17, 2021	Edit
<input type="checkbox"/> Letter of Appointment <small>Annual Review Toward Tenure - Year 1</small>	Added by Elizabeth Sampson Mar 15, 2021	Edit
+ Drop file(s) here.		
<input type="checkbox"/> Unit Standards	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Ad Personam Committee Report Coversheet	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Ad Personam Teaching Report	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Ad Personam Research Report	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Ad Personam Service Report	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Unit Committee Report	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Reasons Cited for Negative Votes and Abstentions	Added by Elizabeth Sampson Mar 15, 2021	Edit
<input type="checkbox"/> Candidate Response to Revised Unit Committee Report	Added by Elizabeth Sampson	Edit

Edit Material



Name *

Annual Review Toward Tenure- Year 1

Description

Description

Section ?

Dossier Documents



Access ?

Administrators & Entire Committee



Update

Cancel

Elizabeth Sampson

Share Settings Move

e candidate. Please note that some materia
ger.

Edit

Add File

Actions

Sampson

Edit

Sampson

Edit

Sampson

Edit

Edit Settings

Delete

Mar 15, 2021

Send Case ▾

Case Options ▾

Unit

Accounting Department - UMSL

TemplateUMSL - NTT - Associate Teaching Professor
- Accounting**Status** NTT Under Consideration [change](#)[Case Materials](#)[Case Details](#) 1**Search case materials by title**

Read Case



+ Expand All



- Collapse All

Share

Settings

Move

Candidate Packet

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myVITA Vita

Unlocked

[View History](#)[Lock](#)

Title

Details

Actions

UMSL Factual Record for Promotions and Tenure, Chicago Style
Fall 2016 - Summer 2021Generated
Oct 6, 2021[Edit](#)

Candidate Documents

Unlocked

[Lock](#)**Additional Documents** optional[Add File](#)

Reviewing as

Ad Personam Committee

▼ Instructions

PDF or Word Documents may be uploaded. Once a document is uploaded all committee members will have access to view the document until the case is moved forward.

Click on "Read Case" and ensure the Documents already loaded have the correct names.

The chair or designated support person will upload the documents:

1. The Ad Personam Report - It is recommended that this be converted to pdf and a bookmark be added to the Teaching and Service reports.
2. Appendices Coversheet
3. Appendices/Supporting Documents as individual documents.

For example each external letter should be its own document. Edit the name of the document to meet the naming requirements:

https://docs.google.com/spreadsheets/d/1NSGa1YTxKqYC86z_1D3_gjHSgh1GJGWp/edit?usp=sharing&ouid=100758697495450589942&rtpof=true&sd=true

Reorder the documents to meet the order of the dossier in the guidelines.

The Ad Personam chair completes the confirmation of objectivity form and moves the case forward. For instructions on how to move the case forward go to:

No Documents in this section may be shared with the candidate or emailed as attachments.

Required Items

1 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Ad Personam Committee Report

+ Add

This is the report compiled by the Ad Personam Committee

No files have been added to this section.

Forms

Form Name	Assignee	Actions
UMSL ATP Ad Personam Committee Confirmation 1 required questions	Committee Managers	Manage Respondents

> Committee Members (3)

Email

Edit

Add Ad Personam Report Summary



Upload a new file Select file from case



Drag & Drop your files anywhere or

[Browse To Upload](#)

[+ Add](#)

[Cancel](#)

Add Ad Personam Report Summary



Upload a new file Select file from case

Search for a file from the case

- Summary Sheet
- Unit Standards
- Ad Personam Committee Report Summary

[+ Add](#)

[Cancel](#)

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Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Tenure and Promotion Review Summary Sheet

 Complete

Name

Summary Sheet



Unit Standards

 Complete

Name

Unit Standards



 Committee Members (3)

Email

Edit

Unit

Chemistry and Biochemistry Department -
UMSL

Template

UMSL - Academic Promotion - Promotion to
Professor

Status

[Select Status](#)

[Case Materials](#) Case Details

Search case materials by title



Read Case



Expand All



Collapse All



Share



Settings



Move

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> MYVITA VITAE

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Search PDF [Search](#)

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- > CANDIDATE DOCUMENTS
- ▼ DOSSIER DOCUMENTS
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 - Letter of Appointment
 - Unit Standards
 - Annual Review Toward Tenure- Year 1
 - Ad Personam Committee Report Coversheet
 - Ad Personam Teaching Report
 - Ad Personam Research Report
 - Ad Personam Service Report
 - Unit Committee Report**
 - Reasons Cited for Negative Votes and Abstentions
 - Candidate Response to Revised Unit Committee Report
 - Department Chair Recommendation
 - College Committee Report
 - Dean's Recommendation
 - Candidate Response to Dean
 - ATP Committee Letter
- Appendices

Sample Unit Committee Report, page 2

Browser address bar: rpt.interfolio.com/16081/cases/216160

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University of Missouri > Cases >

Unit: Supply Chain and Analytics - UMSL

Template: UMSL - Academic Promotion - Promotion to Professor

Forward to: Ad Personam Committee

Send Case

Case Options

Recommended for Promotion

change

Case Materials Case Details

Search case materials by title

Read Case

Expand All Collapse All Share Settings Move

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Send Case Forward



Great job! You're sending the case forward to the next step, Ad Personam Committee. The following reviewers will lose access to the case:

UMSL - Administrative Support | 3 members

The following reviewers will gain access to the case:

Ad Personam Committee | 1 members

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

 Preview

Continue

Cancel

Browser address bar: rpt.interfolio.com/16081/cases/216160

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University of Missouri > Cases >

[Redacted]

Unit: Supply Chain and Analytics - UMSL

Template: UMSL - Academic Promotion - Promotion to Professor

Forward to: Ad Personam Committee

Recommended for Promotion: change

Buttons: Send Case, Case Options

Case Materials | Case Details

Search case materials by title

[Search Input] [Read Case]

Expand All | Collapse All | Share | Settings | Move

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Send Case ▼

Case Options ▼

Edit Case

Email Candidate

Add Internal Section

View Activity Log

Close Case

Case Review Steps

[Edit](#)

> 1. Ad Personam Committee (currently on this step)

> 2. Unit Committee

> 3. Department Chair Recommendation

> 4. College Committee Recommendation

> 5. Dean's Recommendation

> 6. Faculty Senate ATP Committee

> 7. Provost Recommendation

1

Ad Personam Committee and Chair (Current Step)

Due Date: Nov 5, 2021

[Edit](#) | [Delete](#)



Ad Personam Committee (3)

Includes Instructions 1 Required Document 1 Required Form

▼ **UMSL - NTT Associate UC**

Standing Committee (15)

Options ▼

- Manage Members
- Instructions
- Required Documents
- Required Forms
- Settings

👥 15 Members

JB	<input type="checkbox"/>	<input type="checkbox"/>	EB	<input type="checkbox"/>	<input type="checkbox"/>
AB	<input type="checkbox"/>	<input type="checkbox"/>	AD	<input type="checkbox"/>	<input type="checkbox"/>
VD	<input type="checkbox"/>	<input type="checkbox"/>	CD	<input type="checkbox"/>	<input type="checkbox"/>
GG	<input type="checkbox"/>	<input type="checkbox"/>	BH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SH	<input type="checkbox"/>	<input type="checkbox"/>	MN	<input type="checkbox"/>	<input type="checkbox"/>
JO	<input type="checkbox"/>	<input type="checkbox"/>	CS	<input type="checkbox"/>	<input type="checkbox"/>
KS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JW	<input type="checkbox"/>	<input type="checkbox"/>
CW	<input type="checkbox"/>	<input type="checkbox"/>			

Add Members

[Manage Members](#)



[Instructions](#)



[Required Documents](#)

[Required Forms](#)

[Settings](#)

 1 Member

ES  

CD Recused  

[Add Members](#)



Questions?

sampson@umsl.edu, and I am on Teams!

Reference Links

- [Academic Affairs Appointments Tenure and Promotion Info](#)
- [Collected Rules and Regulations, Tenure and Promotion](#)
- [UMSL Faculty Resources](#)
- [UM System MyVita](#)

