

Reappointment, Promotion and Tenure Dossier Preparation Guidelines for Faculty Candidate

Revised: May 8, 2018

*(For assistance in preparing RPT packet only; **do not** return to Deans' Offices.)*

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| Research and Scholarship | |
| Candidate's comprehensive CV – all dates, authors, etc., if in doubt include it. | |
| Candidate's five-page personal research statement (reflective essay). | |
| An electronic copy of each refereed publication must be submitted. | |
| Refereed and non-refereed publications must be distinguished. | |
| A complete citation must be provided for each publication. | |
| Citations – google scholar profile or web of science. | |
| Reviews of candidate's books should be included. | |
| The candidate should annotate the CV with a code to distinguish refereed publications, student authors, corresponding authorships, and other roles performed on multi-authored publications. | |
| Teaching and Learning | |
| All SIRS forms must be available at unit. ¹ | |
| SIRS data and student comments should be summarized, presented on the CV, and discussed by the unit director. | |
| Additional data of value include: | |
| Evidence of undergraduate/graduate student learning. | |
| Evidence of undergraduate/graduate student advising. | |
| Evidence of undergraduate/graduate student mentoring. | |
| Evidence of teaching improvement or innovation. | |
| Teaching prizes or awards. | |
| Publications on teaching/learning. | |
| Grants and Contracts | |
| CV specific: | |
| Indicate whether the proposal was competitively peer reviewed. | |
| Agency, amount, project title, duration, role, and co-investigators of award must be indicated. | |
| List proposals submitted and awarded in distinct sections | |
| If multiple investigators, indicate candidate's role (e.g., PI or co-I). | |
| Form D specific: | |
| Include only those proposals routed with a transmittal. | |
| Engagement, Outreach, and Service | |
| Evidentiary data are strongly encouraged. | |
| Letters from clients. | |
| Examples of products. | |
| Publications on engagement, outreach, or service. | |
| Prizes, awards, or honors for Extension work. | |
| Professional Service | |
| Provide evidence of candidate's contributions to the discipline or profession, and/or value-added contributions to relevant communities. | |

¹ Candidates for RPT should retain all copies of SIRS forms. If for any reason these copies have been lost, the unit is responsible for providing a summary of SIRS information.