



Reappointment, Promotion and Tenure Dossier Preparation Guidelines for Faculty Candidate

Revised: May 13, 2019

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

Research and Scholarship	
Candidate's comprehensive CV – all dates, authors, etc., if in doubt include it.	
Candidate's five-page personal reflective essay. The content of the reflective essay should reflect the candidate's assignment for example 40% research, 40% instruction, 20% service.	
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. See report	
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.	
Leadership	
Provide evidence of candidate's leadership in the discipline or profession, and/or 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.