College of Arts + Architecture
RPT (Reappointment, Promotion & Tenure) and
Review File and File System Guidelines
For Academic Year 2024-2025

The College of Arts + Architecture uses a folder/file system on Google Drive to host documents (Review File) uploaded by Reappointment, Promotion & Tenure (RPT) and Tenured Faculty Performance Review (TFPR) candidates as well as by academic unit administrators. This drive is the official repository to be used by all members of review committees and individuals with reviewer status at the university.

Terminology:

REVIEW DOCUMENTS: the materials used by review committees, external reviewers, unit heads, and the college dean in formulating a recommendation to the Office of Academic Affairs. For RPT cases, Review Documents are presented through Folders 1-9. For TFPR cases, Review Documents are presented through Folders 1-4.

FOLDER: The name for a specific, labeled repository on the drive.

DOSSIER: the full composition of materials submitted by the *candidate*. For RPT cases, the Dossier is presented through Folders 1-4. For TFPR cases, the Dossier is presented through Folders 1-3.

RPT (Reappointment, Promotion & Tenure) File System Guidelines

INSTRUCTIONS FOR UPLOADING TO CoAA RPT DRIVE

The college's RPT Google Drive functions as the official repository for all materials associated with the review process.

Candidates: once access has been granted you will be able to locate your folder by following this Google path:

Shared with me > *Your Last Name, First Name_Unit name_Process* > individually named document folders

DRC and CRC Members & Administrators: once access has been granted you will be able to locate your folders by following this Google path:

Shared with me > *UnitName_Process* > *Candidate Last Name, First Name_Unit Name_ Process* > individually named document folders

CANDIDATE FOLDERS (#1-4)

Each candidate folder will contain the following pdf documents:

Folder 1: Curriculum Vitae (CV) and Five Year Plan

- A current curriculum vitae. Single pdf file. NOTE: The Dean supports candidates formatting their CVs in a way that makes sense for their discipline.
- Candidate's Five Year Plan and set of goals with related milestones. Single pdf file. NOTE: University requirements for the Five Year Plan can be found in the The Academic Personnel Procedures Handbook, Section VI.C.: "The Review for Reappointment, Promotion and Conferral of Permanent Tenure Standards for Review" and UNC Charlotte Academic Procedure: Tenured Faculty Performance Review, Section VI.E. College of Arts + Architecture Guidelines can be found on the CoAA website at the bottom of the "Faculty and Staff Resources" section.

Folder 2: Research Statement / Portfolio

- Personal research statement (page length determined by academic unit guidelines) that describes significant research/creative areas of focus through accomplishments, current progress, and future potential. This should include a statement of the impact of this work. Single pdf file.
- The "portfolio" presents samples of scholarly and creative work. The portfolio should be organized in *a single pdf file* to demonstrate major themes, categories, or discipline specific examples of the work pursued and products of that effort. The portfolio may include, via embedded links, access to publications (and citations), visual and performing artifacts, recordings, professional websites and other demonstrations of research productivity. Candidates should contact the Center for Teaching and Learning for help with compiling the comprehensive pdf.

Folder 3: Service Statement / Portfolio

- Personal service statement (page length determined by academic unit guidelines) outlining individual service accomplishments with particular note of leadership roles and outcomes. Single pdf file.
- The service portfolio should present evidence of service accomplishments and should directly reference information presented in the CV. Single pdf file.

Folder 4: Teaching Statement / Portfolio

- Personal teaching statement (page length determined by academic unit guidelines) presenting a list of courses taught according to year and semester for the period under review, teaching philosophy, and recognition of distinctive accomplishments within discipline and across institutions. Single pdf file.
- The teaching portfolio should present evidence of teaching – content and method – arranged chronologically with an emphasis on teaching efforts since the candidate's last personnel review. Single pdf file.
- Peer teaching observations/evaluations.

NOTE: Folders 1-4 will be open to the candidate from May 1 of the academic semester preceding the review year until 5:00 PM on the first day of classes (Fall Semester) of the review year. Candidate permission to access the drive will close at 5:00 PM on the first day of classes for the Fall Semester of the review year.

DEPARTMENT/SCHOOL AND COLLEGE FOLDERS (#5-9)

The following folders comprise the remainder of the "Review Documents" and are used by successive layers of the standard review: Academic Unit Review Committee, Academic Unit Head (Chair or Director), College Review Committee, and College Dean. Upon submission of the Academic Unit Head recommendation to the College Dean, access permission will close to the academic units.

The content of Folders 5-9 will be uploaded by the unit administrative assistant and/or unit head. (**PDF documents only.**)

Folder 5: Annual Reviews

- Contains pdf copies of annual review letters – including any faculty response – for the years since the previous review. These should be scanned copies of signed letters.

Folder 6: External Reviews Letters

- Contains pdf copies of external review letters received by the unit head. *NOTE: External review letters are only required for Promotion to Associate Professor and Promotion to Full Professor cases with the exception of the School of Architecture, which also requires external review letters for Reappointment cases.*

Folder 7: Student Evaluations of Teaching

- Contains pdf copies of student evaluations since the previous review, for all courses taught by the faculty candidate.

Folder 8: Reappointment/Tenure Documents

- Contains pdf copies of previous RPT recommendations by unit review committees and unit heads, and College Review Committee and Dean recommendations as available. Tenured Faculty Performance Review (TFPR) letters will be made available (in the case of evaluation for promotion to full professor).

Folder 9: Administrative Documents

- Contains copies of current RPT case recommendations or other memoranda submitted by unit review committees, chairs/director, College Review Committee, and Dean.

NOTE: Folders 5-9 will be open to the academic unit administrators and other university administrators on the second day of classes (Fall Semester) of the review year. Academic unit administrators' permission to upload materials to Folders 5-9 will close at 5:00 PM on Monday, September 30.

RPT SCHEDULE

The following schedule outlines the mandatory dates for the 2024-2025 Reviews for Reappointment, Promotion, and Tenure (RPT). All actions must comply with the provisions of the *Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte*, the *College of Arts + Architecture: Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure* (Revised March, 2024), and the relevant Department or School RPT policy.

03/15/2024   CoA+A receives a list from Academic Affairs of all faculty eligible for RPT and TFPR for the upcoming academic year.

04/01/2024   CoA+A Dean provides notice of impending review to faculty member(s) scheduled for reappointment, promotion, and tenure (RPT) with a copy to the Chair/Director.
Note: The Departmental Faculty Review Committee (DRC) or School Review Committee (SRC) receives notification of upcoming reviews from the Chair/Director upon election in the **Spring Semester.**

04/15/2024   Faculty undergoing review **must submit a letter to the Dean** acknowledging their understanding of policies and dates of submission. Faculty who choose to waive review for full Professorship are required to go through TFPR. A separate notification for TFPR will be sent to candidates in August.

05/01/2024   Folders will be shared with candidates.

08/19/2024   On the first day of classes, faculty under review will submit **all required materials** (including a letter of transmittal) electronically through Google Drive to the CoA+A Dean's Executive Assistant. No additional materials may be added to the submission following this date. The Dean will share the drive file directly with the Chair/Director. **Note: this is an absolute deadline**.[1] *(DRC/SRC shall provide their review directly to the Department Chair/Director prior to the below listed deadline. Please set an internal deadline within the Department to ensure this happens).*

09/30/2024   Chair/Director shall submit reappointment/tenure recommendation(s) to the CoA+A Dean via the shared Google Drive. **Note:** All information generated by the review shall be made available to the Dean.

10/15/2024   The CoA+A Dean shall meet with, share all materials, and initiate the College Review Committee's review.

11/15/2024   The College Review Committee (CRC) will provide the CoA+A Dean (through Google Drive) with their documented advice and share all pertinent supporting information. A conference with the Dean shall follow for clarity and to complement the submitted written advice.

12/15/2024   The Dean shall submit recommendations to the Provost/Vice Chancellor for Academic Affairs. All evaluative material generated by the review shall be made available to the Provost/Vice Chancellor.

[1]"In all review cases, the deadline for submission of full dossiers may not be earlier than the first day of the academic year during which the review will take place. **Notwithstanding the immediately preceding sentence, departments may set earlier deadlines with regard to the submission of any materials or information needed to obtain external review letters**." *The Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte* (Section 6, Subsection 6.2.3).