Enhanced Reappointment, Promotion and Tenure (RPT) Application Overview & Instructions

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Enhanced RPT Application Instructions and Overview (Slides 3 through 8)

Annual Review process in the Enhanced RPT Application (Slides 9-13)

Individual Form Processing review for Organizational units and Colleges (Slides 14-21)

RPT Mass Form Processing review for Organizational Units and Colleges (Slides 22-31)

This presentation will review the above sections as it pertains to accessing the enhanced RPT application and submitting recommendations accordingly.

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RPT Application Access

- Anyone who had access to the RPT Webapp (legacy) has had an eARM form already submitted for them for the Enhanced RPT application as of 10/31/2022.

- **Effective Nov 1st - For access requests to add, change or delete an individual, you will need to submit a generic eARM form through MSU IT.**

- **Link:** https://tech.msu.edu/network/authentication-authorization/access-requests/ (Please view the last slide for further links to roles and assistance for submitting the eARM form)

- If organizational unit's have questions regarding access for individuals, please reach out to the RPT contact for the specific College.

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I. Overview

The Reappointment, Promotion and Tenure (RPT) system disseminates annual reappointment, promotion, and tenure lists for tenure system faculty within the individual colleges. Reappointment, promotion, and tenure recommendations, annual review dates, and reasons for non-promotion for affirmative action reporting are submitted by the college on an annual basis through the RPT system.

The Enhanced RPT application was designed to assist organizational units and colleges in collecting RPT information and annual review information through form processes that enhances the user experience and efficiencies.
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Main Menu View

Reappointment, Promotion & Tenure

RPT Inbox	RPT Mass Form Processing	Annual Tenure System Faculty Review	Reappointment Recommendations	Joint Reappt Recommendations	RPT Actions Worksheet	Promotion List
Individual Form Proc...			Report A	Report A	Report	Report B
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Action Required	Action Required	Action Required	New Window Opens	New Window Opens	New Window Opens	New Window Opens

RPT Process Overview & Instructions   Provost Memo: April   Provost Memo: November   Timetable for RPT Actions

- **RPT Inbox –** contains a pre-determined listing of faculty members. These will be individual forms ready for recommendations to be entered for reappointment, promotion or tenure starting with the organizational unit. (As a note, the RPT forms will be visible in the HR/Payroll inbox for those individual's that have access to that tile as well. To review RPT forms only, please use the RPT Inbox or RPT Mass Form Processing tiles).

- **RPT Mass Form Processing –** Mass processing of forms ready for recommendations to be entered for reappointment, promotion or tenure starting with the organizational unit.

- **Annual Tenure System Faculty Review –** Documentation of the most recent annual review as well as the individual conducting the review for all tenure system faculty members (excluding executive management and managers).

- **Reappointment Recommendations – Report A** – This report will populate once recommendations from the RPT inbox tile or RPT Mass Form Processing tile have been inputted and saved/sent.

- **Joint Reappt Recommendations – Report A** – This is information for those faculty members who have a joint appointment in another unit. This report will populate once recommendations from the RPT Inbox tile or RPT Mass Form Processing tile have been inputted and saved/sent.

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Main Menu View, Cont'd

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Reappointment, Promotion & Tenure

RPT Inbox	RPT Mass Form	Annual Tenure	Reappointment	Joint Reappt	RPT Actions	Promotion List
Individual Form Proc...	Processing	System Faculty Review	Recommendations	Recommendations	Worksheet	Report B
			Report A	Report A	Report	
⤓51	◈936	💬3.27 K				
Action Required	Action Required	Action Required	New Window Opens	New Window Opens	New Window Opens	New Window Opens

RPT Process Overview & Instructions   Provost Memo: April   Provost Memo: November   Timetable for RPT Actions

- **RPT Actions Worksheet –** This is where a worksheet listing all Assistant and Associate Professors can be printed and used as a working copy by users to indicate RPT recommendations or reasons for non-promotion **before** the information is entered into the individual form(s) or mass processing tile.

- **Promotions List – Report B –** This report will populate once the recommendations from the RPT inbox tile or RPT Mass Form Processing tile have been input and saved.

- **RPT Process Overview & Instructions** – This is a link to where this powerpoint will be accessible as a resource.

- **Provost Memo: April** – This is a link to the Statement on Faculty Tenure and Promotion sent in April from Provost.

- **Provost Memo: November –** This is a link to the Tenure System Reappointments & Promotions sent in November from the Provost.

- **Timetable for RPT Actions –** This is a link to the Timetable for Promotion/Tenure Actions for the upcoming RPT cycle. Application will open in mid-November and close the last working day of February. All information must be entered and submitted in EBS before the due date. (Colleges may wish to create internal deadlines by which departments must submit information to the college)

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1. Reappointment, Promotion and Tenure Recommendations

This is where the Organizational Unit and/or College will provide RPT recommendations for faculty members in the unit through the Individual or Mass processing tiles as well as reasons for non-promotion, where a non-promotion reason is indicated. (Appendix B lists all the reasons where a non-promotion recommendation would be warranted).

For definitions of reappointment, promotion and award of tenure recommendations, Please see Provost November Memo: RE TS Reappointments and Promotions.

Definitions of when to use non-promotion reappointment, promotion and tenure actions:

- **Do not promote**: Use when a faculty member electively chose to be considered for promotion and the faculty member's case was reviewed and subsequently not supported by the college/school/department.

- **Do not reappoint:** Use when the outcome is non positive for a faculty member with a required action (e.g., has a probationary end date of current RPT cycle, i.e for the 2022/2023 RPT cycle, the probationary end date would be August 15, 2024).

- **No RPT action at this time:** Use if a faculty member did not elect to be considered for promotion or tenure, and a promotion or tenure action was not put forth to be reviewed by the department or college.

- **Extension:** Use if an extension is under review by the University Committee on Faculty Tenure (UCFT) or if an extension has been granted or delay action.

- **Pending Discussion:** Units should only use this action after consultation with Faculty Academic Staff Affairs (FASA).

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2. Reports

Reports are generated based on what users have entered into the application and provided to the College.

Report A: Reappointment Recommendations
Report A: Reappointment Recommendations - Joint Appointments
Report B: Promotion List
Report C: Annual Tenure System Faculty Review (intended for documentation of written faculty review(s))
Report G: Affirmative Action (intended as a report on Faculty Non-promotions)

Reports A, B and G are populated when data is entered from the RPT inbox tile or the RPT Mass processing tile. Once the data is complete and saved, the organizational unit or college can go into the corresponding reports tiles and print the reports.

Report C will have prepopulated information. The organizational unit can enter the remaining data required in the Annual Tenure System Faculty Review tile. Once the data is complete and saved, the organizational unit or college is then able to run the report.

For further information regarding the contents of each report, please reference the "Provost Memo RE: TS Reappointments and Promotions" sent in November of each year. This memo is also available in the enhanced RPT application.

FAS Affairs has indicated that signatures are no longer required on the reports. If the College would require signatures, that is up to the purview of the college, but not required for FAS Affairs.
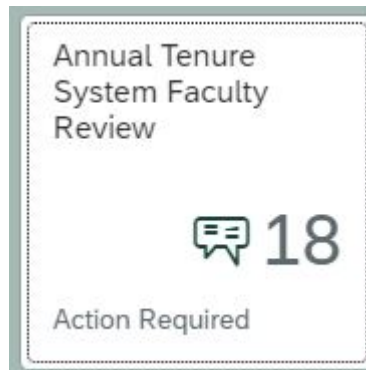
*NOTE: Salary Data for reports is pulled as of 10/1 of each year

3. Documentation of Annual Tenure System Written Review

In this tile, the Organizational Unit will provide the most recent annual review date, as well as the individual conducting the review for all tenure system faculty members (excluding executive management and managers).

The next slide will provide a more detailed overview on how to process these within the Enhanced RPT application.

Annual Tenure
System Faculty
Review

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Action Required

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Annual Reviews

- When entering the Annual Review tile, the Organizational unit will see their Organizational Unit listed and the three tabs noted below:

- <u>**Action Required:**</u> In this tab, there is a list of faculty members that need annual review information action completed. They will remain in this tab until information has been entered/saved by the organizational unit.

- <u>**Review Completed**</u>: In this tab, the annual review information has been input for the faculty member(s) and saved by the organizational unit. No further action would be required as this would populate on Report C.

- <u>**No Review Conducted**</u>: In this tab, it will reflect the number of faculty where no review information has been entered for the faculty member(s) listed.

- These reviews can be submitted either individually or by mass by selecting the checkbox next to each faculty member. For **Mass submission, all items entered** would need to be the same information for all faculty members selected in the actions required section.

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Annual Reviews

Mass Submission

Annual Review

*Review Status:

[dropdown]

Review Completed

No Review Conducted

Cancel

Mass Submission

Annual Review

*Review Status:
Review Completed

*Review Date:
06/06/2022

*Reviewer PERNR:
[ ]

Additional Reviewers:
Enter additional reviewer

Save   Cancel

If selecting **Mass Submission** - **all items entered below** would need to be the same information for all faculty members selected in the actions required section:

- **Review Status** – an answer is required to this prompt whether the review has been completed or no review was conducted

- **Review Date** – the date the review was completed

- **PERNR of Reviewer** – this needs to be the same person for all the faculty chosen in the Mass process only

- Once the information is complete, please select Save.

- _NOTE:_ you are always able to submit the review information individually for each faculty member if the mass process option is not preferred

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Annual Reviews

Once "save" was selected on the previous slide, a dialogue box will appear and indicate that an "Update successful for…" and list the name(s) and PERNR(s) of faculty that information was entered and saved. Once the dialogue box is closed, the screen below will appear.

- After the faculty information is entered for the annual review and saved, it will populate in the review completed tab (see highlighted section above), and the Action Required tab will be reduced by that number.

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Annual Reviews

- The college view is the same as the unit (see below), however the college step is only a **review of information** and doesn't require inputting data. If upon review, the data is incorrect, a reach out to MSU HR will be needed, to have it returned to the organizational unit for correction.

- If an annual review action needs to be returned for correction, once returned, it will show under the Action Required tab for the Organizational Unit and the number under the Review Completed tab will be reduced by that number.

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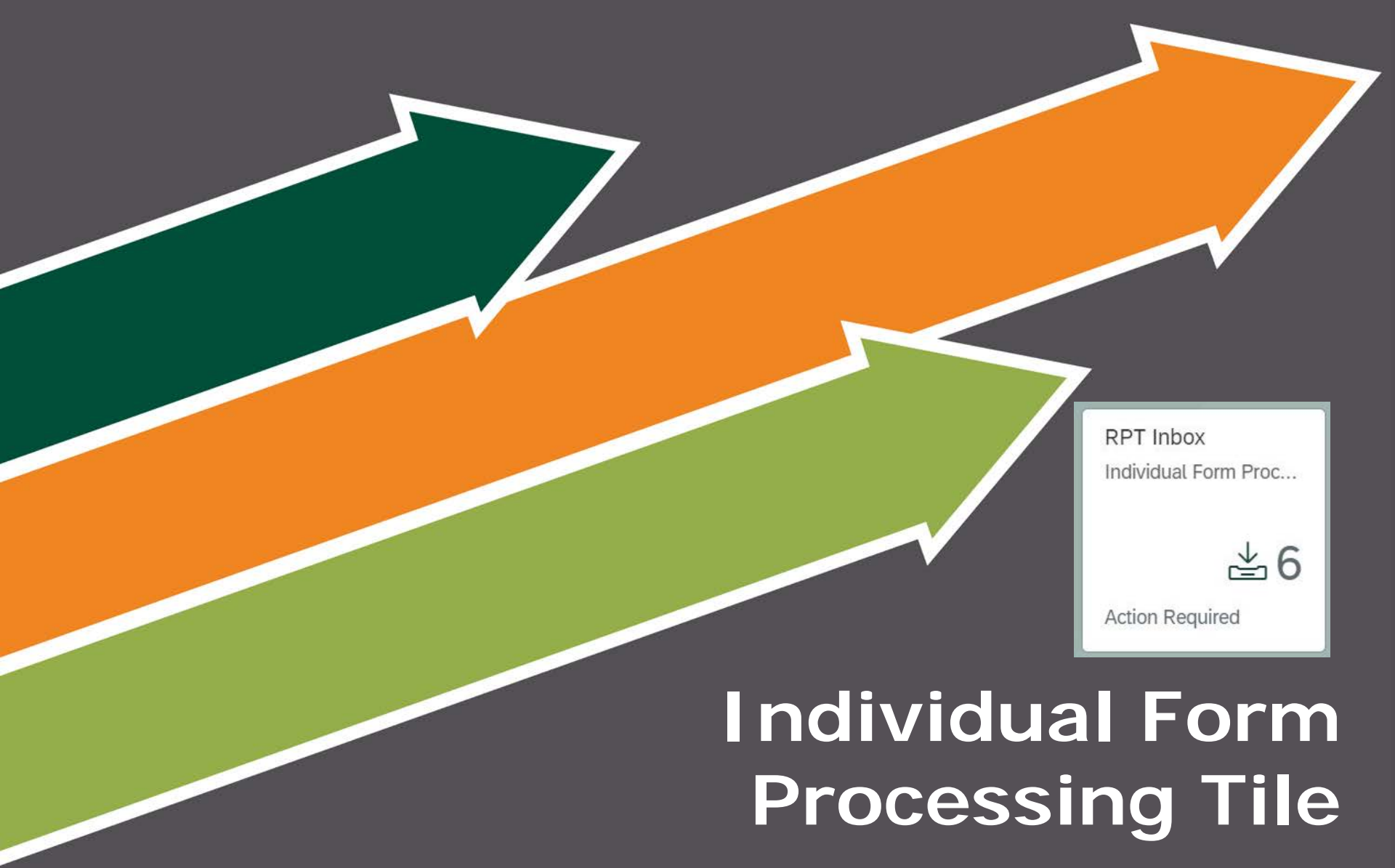
RPT Inbox
Individual Form Proc...

⤓ 6

Action Required

Individual Form Processing Tile

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Individual Processing Tile, contains a pre-determined listing of faculty members. These will be individual forms ready for recommendations to be entered for reappointment, promotion or tenure starting with the organizational unit.

- These forms will be visible mid-November within the application and auto-populate.

- You can search by name, or rank, if desired.

- You can select one RPT Form by clicking Open Task.

- If there is a discrepancy in any of the information listed on the form, please reach out to the Academic Operations RPT email at: avphr.rpt@msu.edu for assistance. *As a note, if an individual is planning to use a COVID opt out, it's recommended to be submitted as soon as possible to avoid delays in entering recommendations.*

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Individual Form - Personal & Organizational Data

- **Rank**: This field identifies the present rank of the faculty member in question.

- **Enter Tenure System Date:** the date in which the faculty member entered the Tenure system.

- **Probationary End Date:** If applicable, this is the date in which the probationary period will end.

- **Years in Present Rank:** This lists the current number of years in rank. Note, it will update once the first year has passed for the faculty member.

- **Other Organizational Units:** If the primary assignment reports to multiple units, those units would be listed here.

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Individual Form – Recommendations, Mentor & Notes

- Faculty Member assigned a Mentor – selection required.

- The Org. Unit recommendation options available for the faculty member's current rank (i.e. Promote to Professor, No RPT action, Do Not Promote)

- **Notes:** a comment may be added to the form which will be visible to the College upon submission.

- Once the Organizational Unit selects the appropriate recommendation for the faculty member, selecting Send will route the form to the College.

- The process of sending the Form on Progress and Excellence or any reports has not changed, it will still be required to send to the MSU HR RPT Inbox and not attach to the forms - *(see Provost Memo – November)*

- *Note: for those Colleges who do not have units, the College will have the ability to make selections that will mimic the unit level.*

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Individual Form – Recommendation: No RPT Action

Recommendations

*Has this person been assigned a mentor?:	Yes
*Organizational Unit Recommendation:	No RPT action at this time

Directions: Choose at least one of the reasons below.

Reason: ☐ Acceptable progress, but record does not justify promo at this time
Reason: ☐ Needs time to dev greater comp/contribution in rsrch/creative act
Reason: ☑ Needs time to dev greater comp/contribution in teaching
Reason: ☐ Needs time to dev greater comp/contribution to service
Reason: ☐ Needs time to dev greater comp/contribution to outreach/engagement
Reason: ☐ Needs time to dev greater contribution to dept matters (e.g. Curr dev)
Reason: ☐ Chose not to provide evidence to support promotion
Reason: ☐ Retirement/resignation/termination

Notes

Add a comment

Send   Check   Save Draft   Cancel

- If the organizational unit selects No RPT Action, it will require at least one reason selected below but multiple can be chosen (see below for reason options).

- Once the Organizational Unit selects the appropriate recommendation with reason for the faculty member, select send and the form will route to the College

- If the org. unit wants to save the recommendation but not submit, they can by selecting Save Draft

- Acceptable progress, but record does not justify promo at this time
- Needs time to dev greater comp/contribution in resch/creative act
- Needs time to dev greater comp/contribution in teaching
- Needs time to dev greater comp/contribution in service
- Needs time to dev greater comp/contribution in outreach/engagement
- Needs time to dev greater comp/contribution to dept matters (e.g. curr dev)
- Chose not to provide evidence to support promotion
- Retirement/resignation/termination

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Individual Form – Recommendation: Do Not Promote/Reappoint

- If the organizational unit selects a recommendation of Do Not Promote or Do Not Reappoint, it will require at least one reason selected below but multiple can be chosen.

- Do Not Reappoint recommendation has additional steps for cases where the faculty member has decided to not move forward with the tenure review – see **Appendix A.**

- Once the Organizational Unit selects the appropriate recommendation with reason for the faculty member, select Send and the form will route to the College.

- Acceptable progress, but record does not justify promo at this time
- Needs time to dev greater comp/contribution in resch/creative act
- Needs time to dev greater comp/contribution in teaching
- Needs time to dev greater comp/contribution in service
- Needs time to dev greater comp/contribution in outreach/engagement
- Needs time to dev greater comp/contribution to dept matters (e.g. curr dev)
- Chose not to provide evidence to support promotion
- Retirement/resignation/termination

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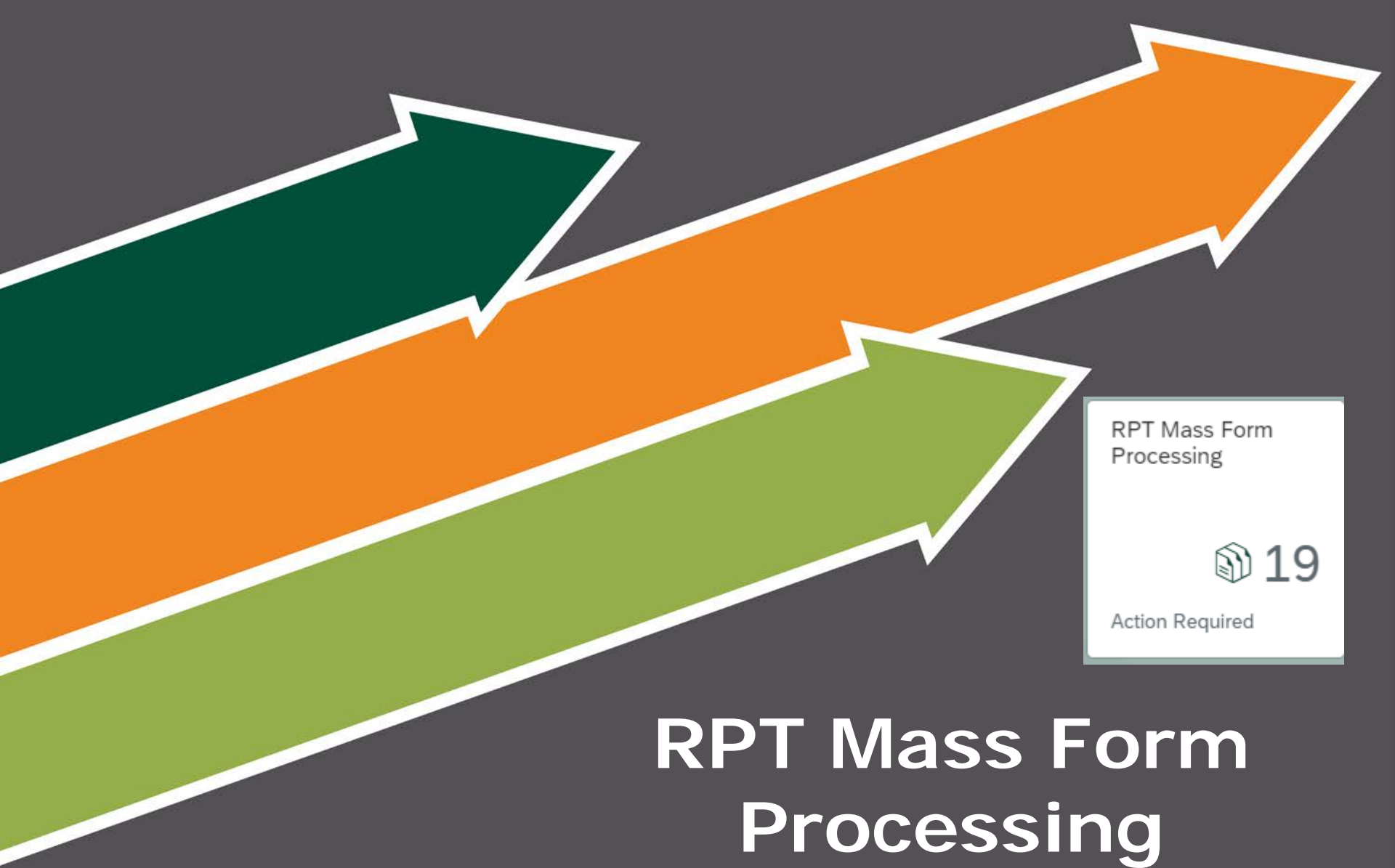MICHIGAN STATE UNIVERSITY

Individual Form – College Level View

- The College Level View will have all the same attributes as the organizational unit for Personal Data and Organizational Data.

- The College will be able to view the Org. Unit's recommendation but not edit.

- **If an edit or change needs to occur,** the College will need to select the **Back to Author** option. The form will be returned to the Organizational Unit where the recommendations can be re-entered only for the individual faculty member's form.

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Individual Form – College Level Recommendations & Notes

- If the information is correct, the College will need to enter their recommendation by selecting one of the options below for each faculty member being reviewed.

- The college may also put a note in the form, however, if there are any questions or oddities, it is recommended to reach out to the Academic Operations team for assistance prior to sending the form.

- **Once the College recommendation is entered with reason(s) chosen, when the College selects Send, the form will route to MSU HR.**

- **If a form is at MSU HR, and it needs to be returned for correction, please reach out to the Academic Operations team at avphr.rpt@msu.edu**

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RPT Mass Form
Processing

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Action Required

RPT Mass Form Processing

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RPT Mass Form Processing

When opening the RPT Mass Form Processing Tile, below is an example from the Organizational Unit's perspective.

- For the RPT Mass Processing tile, we are using an Assistant Professor with probationary end date (PED) of current cycle, 2022-2023, as our example.

In this view, the Org Unit and/or the College have not yet entered any recommendations for this individual. This is at the very first stage of what the tile will look like without any recommendations/reasons being entered.

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RPT Mass Form Processing

In the Main RPT Mass Processing screen below, the organizational unit and college can see how many faculty are listed in each category and if their PED is in the current cycle or beyond.

Categories are:
- Asst Prof with PED of current cycle
- Asst Prof with PED beyond current cycle
- Assoc Prof with PED of current cycle
- Assoc Prof with PED beyond current cycle
- Assoc Prof with Tenure

The College can also filter to a specific organizational unit if desired to reduce the number of forms visible at one time within this tile.

To do this, search for the organizational unit code or input the information in the corresponding tab and then select "GO" in the right-hand corner of the screen. This will then provide forms only for the Org unit requested.

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RPT Mass Form Processing

- The RPT Mass Form Processing tile is to be used only when the recommendations are the same for each faculty member chosen.

- The Mentor question must be answered the same for each faculty member chosen.

- The Recommendation **and** reason must also be the same for each faculty member chosen.

- The unit may choose as many reasons that are applicable, but each faculty member chosen would need to have the same reasons for the recommendation/reason as well.

- The example below are the recommendations available for an Assistant Professor with PED of current cycle (i.e., promote to associate professor and award tenure, reappoint asst professor for probationary period of 3 years, extension pending, do not reappoint, and pending discussion)

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RPT Mass Form Processing

- The Organizational Unit and/or College decided that this individual was to have a recommendation of "Do not Reappt"

- The Organizational unit and College may choose as many reasons that are applicable, but each faculty member chosen would need to have the same reasons for the recommendation as well.


- Options for reasons selected are a) Has not made acceptable progress in research/creative activity, b) Has not made acceptable progress in teaching; c) Has not made acceptable progress in service; d) Has not made acceptable progress in outreach/engagement; e) has not made acceptable contribution to dept matters (e.g. Curr dev), f) Resigned during review/chose not to be reappointed.

- After the reason recommendations have been entered, for the faculty members chosen, select save

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RPT Mass Form Processing

- The unit and/or college would see this message after selecting "Save." It will list the names of faculty members chosen and their PERNRs.
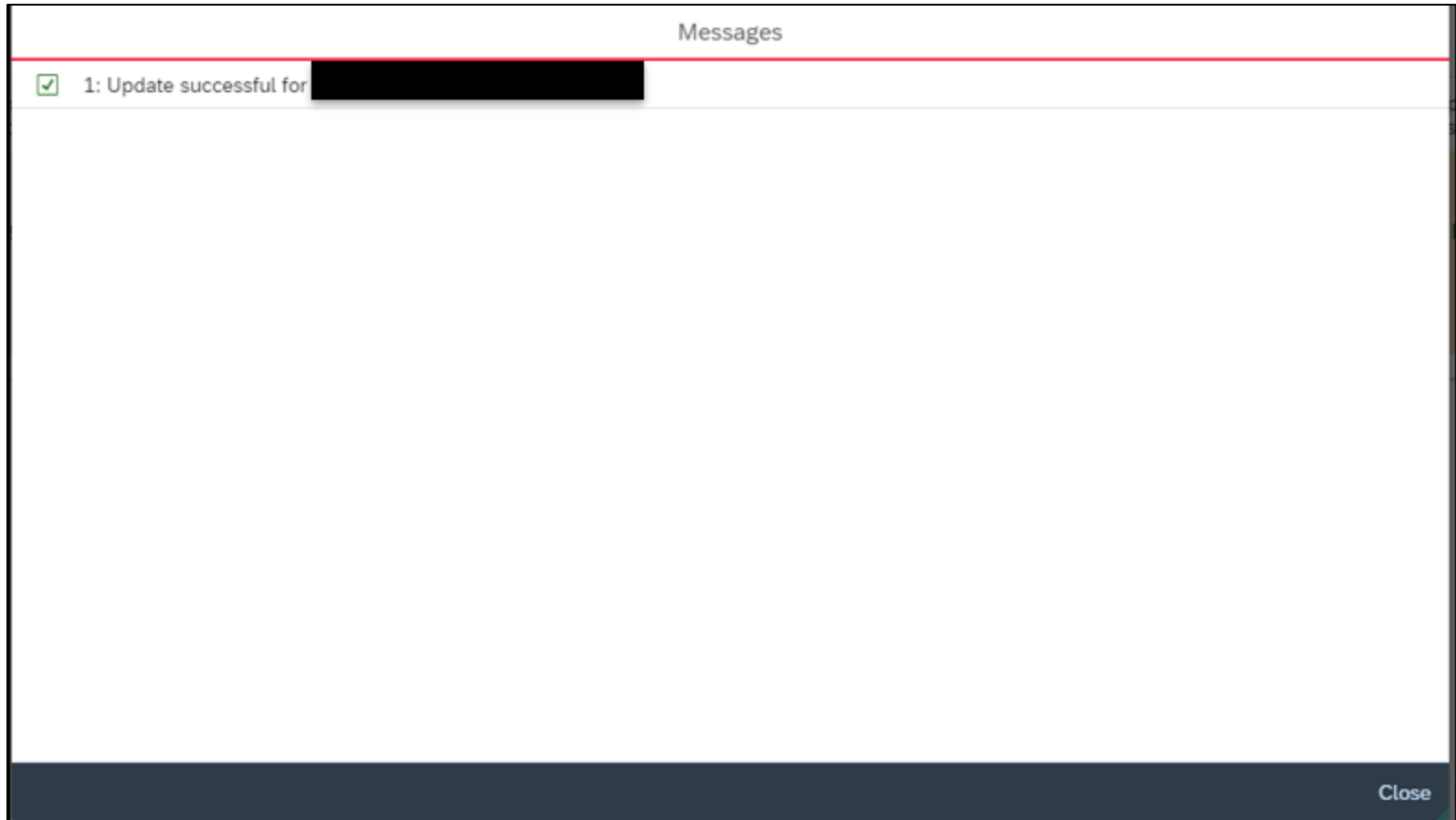
RPT Mass Form Processing

- After selecting the "save and close" button, the unit will be returned to the Main RPT Mass Processing Screen and now that the Org unit recommendation has been entered, it is ready to route to the College.

- If the information looks correct, you can now select **send** and it will go to the college level for review

- The process of sending the Form on Progress and Excellence or any reports has not changed, it will still be required to send to the MSU HR RPT Inbox and not attach to any forms - *(see Provost Memo – November)*

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RPT Mass Form Processing

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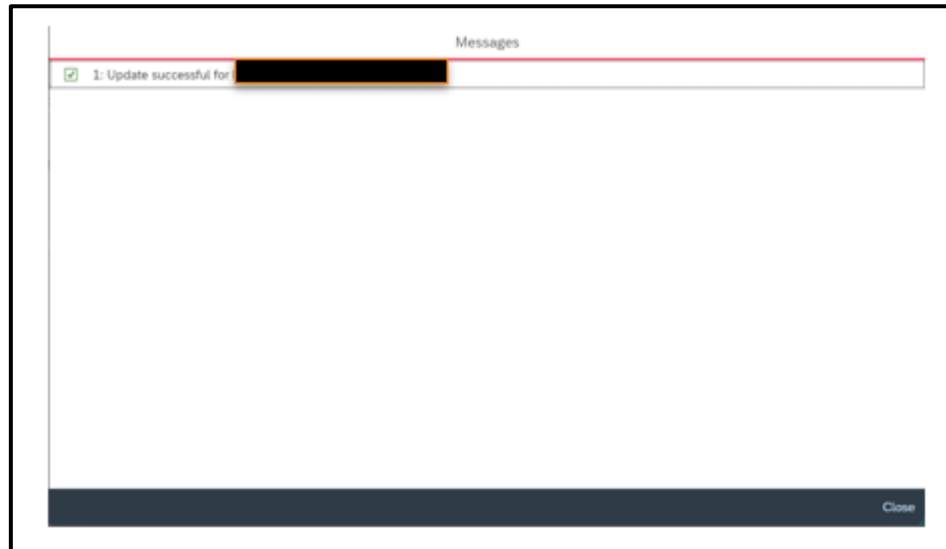- After the organizational unit selects Send, the following dialogue box appears. Here, the organizational unit will be able to choose "OK" and this will route to the college for review.

- After "OK" is selected, the organizational unit will receive another notice showing that the recommendation is complete and routed to the College for their review.

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RPT Mass Form Processing

If the Unit or College attempts to just select "send" on a form that is checked, but recommendations are not yet made, this is an error that will appear:
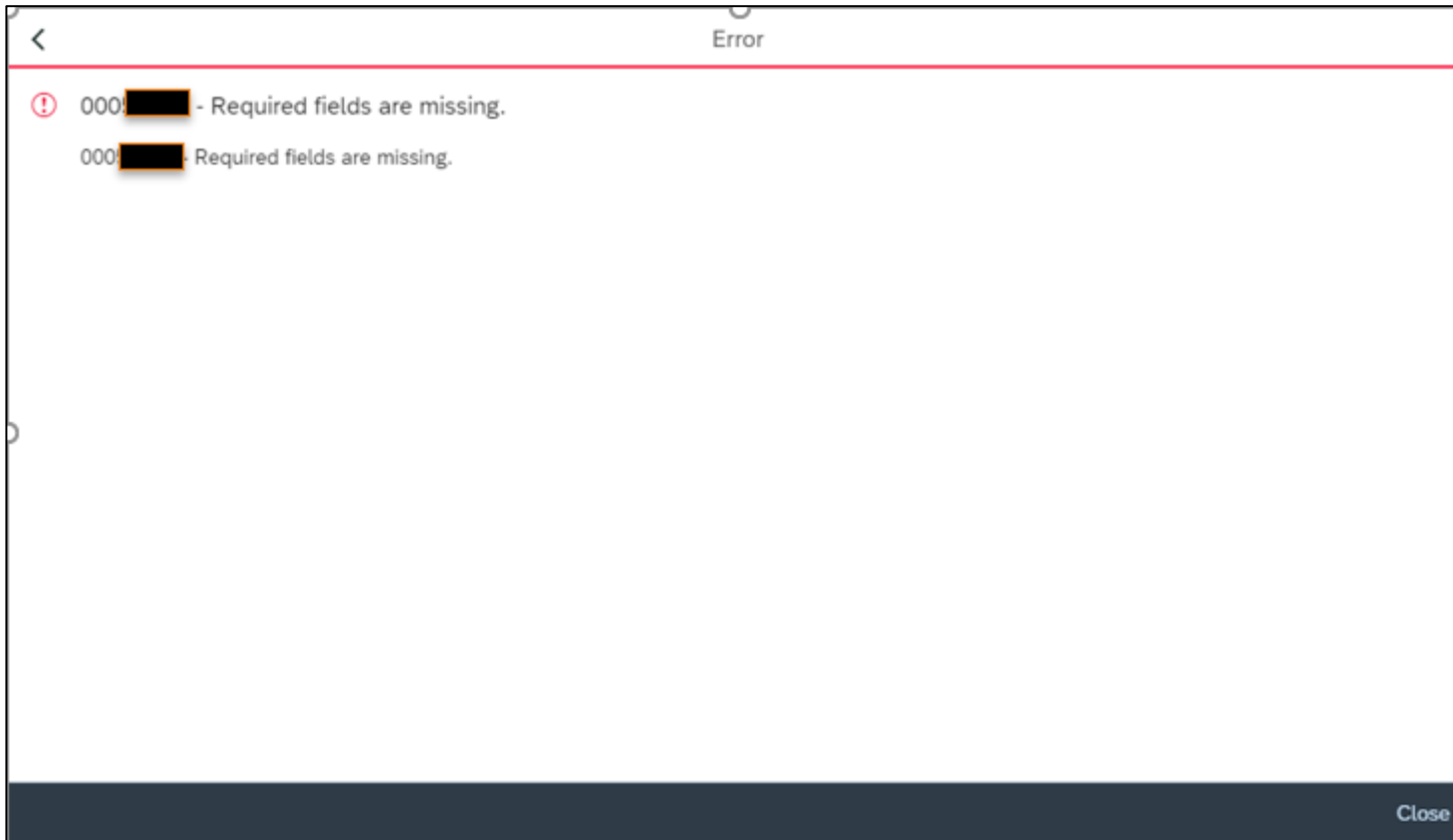
The Unit or College can choose close, and it will go back to the selection screen

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RPT Mass Form Processing

- Once that is complete, the que will be empty for that specific faculty member type, Assistant Professor with PED of Current cycle.

- If the organizational unit requests the college to return a faculty member's recommendation/reason, it will show only the org unit recommendation/reason and does not show what the College was going to input. The organizational unit is then able to change the action for this faculty member and resubmit with a different recommendation/reason to the college.

- *Note: If a form is at MSU HR, and it needs to be returned for correction, please reach out to the Academic Operations team at* avphr.rpt@msu.edu*.*

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Appendix A

For cases where the faculty member has decided to not move forward with the tenure review (i.e., Do not Reappoint), please follow the steps below:

1. The faculty member would need to submit a letter – indicating they have decided to not move forward with the tenure review and show their acknowledgement that their employment will conclude at the end of their probationary appointment.

2. The letter should be written to the department chair.

3. The department chair should acknowledge receipt and send to the Dean's office.

4. The Dean or designee will acknowledge it as well and send to Faculty Academic Staff Affairs (FASA).

5. Faculty Academic Staff Affairs (FASA) sends to Academic Operations Team with their approval and copies the unit of their approval.

6. The unit will then need to submit a termination form with the effective date of termination (i.e. end of their probationary appointment or last day worked if during the review and prior to the end of probationary appointment).

If there are any additional questions regarding the process, it would be recommended to please reach out to the college's specific Faculty Academic Staff Affairs liaison.

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Appendix B – Terminology Changes

	Current Wording through 11/10/2022	Enhanced Wording effective 11/11/2022
	Assistant Professor with PED of 8/15/XXXX	
1	Reappoint as Assistant Professor for probationary period of three years	Reappt Asst Prof for Probationary period of 3 yrs
	Assistant Professor w/PED 8/15/XXXX Associate Professor w/PED 8/15/XXXX	
2	Do not Reappoint	Do not Reappoint
	• Acceptable progress in and/or contributions to research/creative activities has not been met • Acceptable progress in and/or contribution to teaching has not been met • Acceptable progress in and/or contribution to service has not been met • Acceptable progress in and/or contribution to outreach/engagement has not been met • Acceptable contribution to departmental matters (e.g., curriculum development) has not been met • Resigned during review	• Has not made acceptable progress in research/creative activity • Has not made acceptable progress in teaching • Has not made acceptable progress in service • Has not made acceptable progress in outreach/engagement • Has not made acceptable contribution to dept matters (e.g. Curr dev) • Resigned during review

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Appendix B – Terminology Changes, cont'd

	Current Wording through 11/10/2022	Enhanced Wording effective 11/11/2022
	Assistant Professor with PED beyond 8/15/XXXX	
	Associate Professors with PED Beyond 8/15/XXXX	
	Associate Professors with Tenure	
3	No RPT Action at this time and/or Do not Promote	No RPT Action at this time and/or Do not Promote
	- Time in Rank: Achieving reasonable personal accomplishment, but the record does not justify promotion at this time - Needs time to develop greater competence in and/or contribution to research/creative activities - Needs time to develop greater competence in and/or contribution to teaching - Needs time to develop greater competence in and/or contribution to service - Needs time to develop greater competence in and/or contribution to outreach/engagement - Needs time to develop greater contribution to departmental matters (e.g.: curriculum development) - Chose not to provide evidence to support promotion - Retirement/resignation/termination	- Acceptable progress, but record does not justify promo at this time - Needs time to dev greater comp/contribution in rsrch/creative act - Needs time to dev greater comp/contribution in teaching - Needs time to dev greater comp/contribution to service - Needs time to dev greater comp/contribution to outreach/engagement - Needs time to dev greater contribution to dept matters (e.g. Curr dev) - Choose not to provide evidence to support promotion - Retirement/Resignation/Termination

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Questions?

Contact information:
Sarah LaBean, labeansa@hr.msu.edu
Monique Chittenden, speesmo@hr.msu.edu
HR RPT, avphr.rpt@msu.edu

Access questions?

For access requests to add, change or delete an individual, you will need to submit a generic eARM form through MSU IT. Link: https://tech.msu.edu/network/authentication-authorization/access-requests/.

We have also provided links below showing the different roles that are available and how to request access to the RPT Application System:

Who Gets What: Reappointment, Promotion & Tenure

Who Gets What: Requesting Access to Tiles

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