Office of the Dean's Guidance for Contract Reappointment Evaluation

Contents

Interfolio Rank, Promotion & Tenure (RPT)

UNCSA uses Interfolio Review, Promotion & Tenure (RPT), a shared governance workflow technology, to manage Contract Reappointment Evaluation, Mid 10-Year Review and Rank Promotion cases online. RPT is a secure online faculty-oriented collaboration platform that provides customizable tools to manage all of the documents, workflows, data, committees, communication, and outcomes associated with important academic decisions, like Contract Reappointment Evaluation, Mid 10-Year Review and Rank Promotion.

Signing On

You may access your Interfolio account dashboard using Single Sign On (SSO).

1. Navigate to https://account.interfolio.com/sso

2. Click in the "Search for your institution" search box and type "arts"

3. Select "University of North Carolina School of the Arts"

4. Click "Sign In"

5. Sign in using your UNCSA Single Sign-On (SSO) credentials

   - Enter your User ID -- This is your UNCSA email username, for example, "smithb". Do not include @uncsa.edu.

   - Enter your password – This is your UNCSA email password. If it doesn't work, contact the UNCSA Help Desk (helpdesk@uncsa.edu or 336.770.3300) to be sure your password hasn't expired. If it has, they can help you reset it.

6. Click "Sign In"

Recommended Browsers

To make sure you have best experience possible, Interfolio recommends keeping your browser up-to-date. Recommended browsers are Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge. If you are experiencing blank pages, forms, or buttons that do not work you may need to update your browser or delete old files out of your cookies and/or cache.

For more information, see the Interfolio Help Topic Compatible and Supported Browsers.

Getting Help

Interfolio provides a robust library of Help Documents on its website. You can access the Help Center by clicking your name at the top of the screen and selecting "Product Help" and then selecting "Help for Interfolio Review, Promotion and Tenure."

You can also reach out to the Scholar Services Team at help@interfolio.com or 877.997.8807 (9-6 Eastern, M-F). All technical support questions should be directed here.

UNCSA's requirements, procedures and deadlines for Contract Reappointment Evaluation, Mid 10-Year Review or Rank Promotion can be found on the Faculty Affairs web page. Questions about these topics should be directed to the Office of Faculty Affairs.

Guidance Documents for Deans

- Procedures & Deadlines for Contract Reappointment Evaluation
- Packet Requirements for Contract Reappointment Evaluation
- External Review Guidelines for Candidates & Deans for Contract Reappointment Evaluation
- External Reviews FAQ
- UNCSA Faculty Manual (see Section 8.1)

Forms for Deans

- Peer Review Committee Roster
- Request for External Review for Contract Reappointment Evaluation
- Instructions for Confirmed External Reviewers for Contract Reappointment Evaluation
- External Reviewer Evaluation for Contract Reappointment Evaluation
- Final List of External Reviewers
- Dean's Evaluation & Recommendation for Contract Reappointment Evaluation
- Acknowledgement Statement for Contract Reappointment Evaluation

Interfolio RPT Help Documents

- Help Documents Library
- View Case Materials
- Adding and Managing Case Materials ("Adding Materials")
- Move a Case Forward or Backward
- Request an External Evaluation by Email or Add an External Evaluation
- Edit & Resend an External Evaluation Request
- Compatible and Supported Browsers

Deadlines

Deadline	Task

Sept 1	**Contract Reappointment Evaluation Packet Due to Faculty Affairs**
	
	 ❖ The candidate uploads their Contract Reappointment Evaluation Packet materials to Interfolio RPT.
	      o External Reviewer Nomination Form (required for candidates undergoing evaluation for 5- and 10-yr contracts)
	      o Self Evaluation
	      o CV
	      o Student Course Evaluations
	      o Syllabi
	      o Annual Evaluations
	      o Mid 10-Year Review Materials (required for candidates undergoing evaluation for 2nd and 3rd 10-Yr contracts)
	      o Optional Supplemental Support
	
	 The Office of the Dean will have access to the packet when the candidate uploads it to Interfolio RPT and will retain access until the case is forwarded to Faculty Affairs for provost review.

Sept 2	**Peer Review Committee Roster Due to Faculty Affairs** ❖ The Office of the Dean uploads the Peer Review Committee Roster for each candidate to Interfolio RPT. ❖ Faculty Affairs will send the Interfolio RPT link and instructions to the Peer Review Committee upon receipt of the Peer Review Committee Roster.
Sept 2 – Nov 22	**External Reviewers Selected, Contacted, and Reviews Submitted** *This is a suggested date range to complete the external review process. The Office of the Dean is free to set its own deadlines to ensure the external review letters are submitted so that they are available for the dean's review prior to writing the evaluation and meeting with the candidate.* ❖ External reviews are required for those faculty undergoing contract reappointment evaluation for 5- and 10-year contracts. High School Academic Faculty are exempt. ❖ The dean will work with the candidate to select a minimum of three external reviewers from whom reviews will be solicited. ❖ At least one approved reviewer will be from the External Reviewer Nomination form submitted by the candidate (see packet materials). The second reviewer is selected jointly by the dean and the candidate, and may or may not be drawn from the submitted list. It is the dean's discretion to select the final reviewer from the submitted list, or an external reviewer of their own choosing. ❖ Using the Request for External Review for Contract Reappointment Evaluation email template, the dean emails the approved external reviewers asking if they will participate.

	These emails should be sent from the dean's UNCSA email address and should be retained until the evaluation process has concluded.
	❖ If the external reviewer accepts the request, the dean will send a formal request for external review using the Instructions for Confirmed External Reviewers for Contract Reappointment Evaluation email template via Interfolio RPT. The instructions include a link to the External Reviewer Evaluation for Contract Reappointment Evaluation.
	❖ The Office of the Dean will give the external reviewer access in Interfolio RPT to the following materials from the candidate's packet:

	o Self-Evaluation
	    o CV
	    o Student Course Evaluations
	    o Syllabi
	    o Annual Evaluations
	    o Supplemental Support

	❖ External reviewers upload the External Reviewer Evaluation for Contract Reappointment Evaluation to Interfolio RPT.
	❖ See External Review Guidelines for Candidates & Deans for Contract Reappointment Evaluation and External Reviews FAQ for more information on policy and procedure.
Oct 28	**Peer Review Committee Evaluation & Recommendation Due** ❖ Peer Review Committee Chair uploads the Peer Review Committee Evaluation & Recommendation for Contract Reappointment Evaluation to Interfolio RPT and moves the case forward to the next review step. ❖ Faculty Affairs will send a copy of the Peer Review Committee's evaluation to the candidate.
Within 7 Calendar Days of Faculty Affairs Sharing Evaluation	**Candidate's Optional Response to the Dean Regarding the Peer Review Committee Evaluation Due** ❖ The candidate may elect to submit a response to the dean regarding the Peer Review Committee Evaluation. Responses must be uploaded to Interfolio RPT within seven calendar days from the date Faculty Affairs shares the evaluation with the candidate.
Nov 22	**Dean Meets with Peer Review Committee** ❖ The dean meets with the Peer Review Committee to discuss its evaluation of the candidate.

Dec 6	**Dean Meets with Candidate to Discuss Contract Reappointment Evaluation**
	❖ Candidate's Contract Reappointment Evaluation, including external review letters, the Peer Review Committee's evaluation and the dean's evaluation are reviewed and discussed with the candidate.
	❖ The Office of the Dean prints copies of the external review letters, the Peer Review Committee Evaluation & Recommendation and the Dean's Evaluation & Recommendation and gives them to the candidate during this meeting.
	❖ Candidate signs the Acknowledgement Statement for Contract Reappointment Evaluation acknowledging discussing the evaluation with the dean and receiving the aforementioned documents.
Dec 13	**Dean's Evaluation & Recommendation, Final List of External Reviewers & Acknowledgement Statement Due**
	❖ The Office of the Dean uploads the following documents to Interfolio RPT and then sends the case forward to Faculty Affairs for provost review:
	1) Dean's Evaluation & Recommendation for Contract Reappointment Evaluation
	2) Final List of External Reviewers
	3) Acknowledgement Statement for Contract Reappointment Evaluation signed by the candidate

Procedures

Viewing Case Materials

1. The candidate must upload the Contract Reappointment Evaluation Packet to Interfolio RPT for dean review by **September 1.**

2. After the candidate uploads packet, the Office of the Dean will receive an email notification from Faculty Affairs via Interfolio that the candidate's case is available for review.

3. Sign in to Interfolio RPT.

4. Click "Cases" on the left navigation pane.

5. Click on the name of the candidate.

6. Click the "Read Case" button to load case materials into the document viewer where they can be viewed online.

See [View Case Materials](#) for more information.

Submitting the Peer Review Committee Roster

Peer Review Committee membership must be set following the rules set forth in "Peer Review Committee" in Section 8.1.8 Procedures for Contract Reappointment Evaluation in the UNCSA Faculty Manual. Questions regarding the rules should be directed to the Chair of Faculty Council.

The Office of the Dean must upload the Peer Review Committee Roster to Interfolio RPT for Faculty Affairs review by **September 2**. Once the roster is uploaded, Faculty Affairs will provide the Peer Review Committee with access to the case along with a link to "Peer Review Committee Guidance for Contract Reappointment Evaluation".

These are the steps to upload the Peer Review Committee Roster to Interfolio RPT:

1. Sign in to Interfolio RPT.

2. Click "Cases" on the left navigation pane.

3. Click on the name of the candidate.

4. Find "Internal Sections" and then find "Peer Review Committee Roster".

5. Click the "Add File" button at the right of the section and follow the directions in the pop-up window to upload the file.

6. Click the "Send Case" button at the top of the page and then select "Forward to".

7. Follow the directions in the pop-up window to send the case to the next step in the evaluation process. Be sure to check the box to send a message to the reviewers gaining access so that they are notified that you have sent the case to them.

See the following Interfolio Help Topics for more information:

- [Adding and Managing Case Materials ("Adding Materials")](#)

- [Move a Case Forward or Backward](#)

External Reviews

Faculty undergoing contract reappointment evaluation for a 5-year or 10-year contract must undergo evaluation by an external reviewer. By September 1, the candidate will upload the External Reviewer Nomination Form to Interfolio RPT as part of their Contract Reappointment Evaluation Packet. The dean will use this document to aid in the selection of external reviewers. Candidates and deans should reference External Review Guidelines for Candidates & Deans for Contract Reappointment Evaluation and External Reviews FAQ for more information including how to choose an external reviewer, how many reviewers are required, the procedure for soliciting external reviews and how external review letters are processed.

Initial Request for External Evaluations

Initial emails requesting external evaluation should be sent from your UNCSA email address. You must use the required template language from Request for External Review for Contract Reappointment Evaluation in your email. Please retain these email requests until the evaluation process has concluded. Once you receive a positive response from an external reviewer, you will send a formal request through Interfolio RPT.

Requesting External Reviews in Interfolio RPT

After you receive a positive response from an external reviewer, you will send the formal external evaluation request using the Instructions for Confirmed External Reviewers for Contract Reappointment Evaluation email template via Interfolio. The instructions include a link to the External Reviewer Evaluation for Contract Reappointment Evaluation.

To request external reviews through Interfolio, see [Request an External Evaluation by Email or Add an External Evaluation.](#)

Some Tips…

- **Deadline for External Evaluations:** Setting a deadline by which the external reviewer must submit the evaluation will create a hard deadline, meaning the external reviewer will not be able to submit an evaluation after the deadline date.   You may wish to leave this blank and instead mention the deadline in the Instructions for Confirmed External Reviewers for Contract Reappointment Evaluation email.

- **Access**: Select "Administrators & Committee Managers"

- **Composing Your Message:** Use the required template language, Instructions for Confirmed External Reviewers for Contract Reappointment Evaluation, in the email sent to the external reviewer.

- **Attaching Files to the Request Email**: Click the "Add" button. Then click the "+" button next to the file you want to attach. Per external review policy, attach the following documents from the candidate's packet:
  - Self-Evaluation
  - CV
  - Student Course Evaluations
  - Syllabi
  - Annual Evaluations

o　　Supplemental Support

Be careful not to attach files other than those listed above (such as the Peer Review Committee Roster, the External Reviewer Nomination form, or another party's evaluation). Only attach the files listed above.

External Reviewer Evaluations should be uploaded by the external reviewers to Interfolio RPT. Instructions are provided in the Instructions for Confirmed External Reviewers for Contract Reappointment Evaluation email that you sent them via Interfolio RPT. If an external reviewer submits the evaluation directly to the Office of the Dean, see Request an External Evaluation by Email or Add an External Evaluation for instructions to upload the evaluation to Interfolio RPT.

The Office of the Dean is responsible for following up on delinquent evaluations.

Edit or Resend an External Evaluation Request

If you need to edit or resend an external evaluation request, see Edit & Resend an External Evaluation Request.

Peer Review Committee Evaluation

As described in the UNCSA Faculty Manual, Section 8.1.8 Procedures for Contract Reappointment Evaluation, the Peer Review Committee reviews the candidate's performance under current contract and makes a recommendation concerning reappointment or non-reappointment to the dean and provost. The Peer Review Committee's written evaluation will be entered into the evaluation file, discussed with the dean, and reviewed by the candidate according to the established schedule and procedures.

The Peer Review Committee will upload the Peer Review Committee Evaluation & Recommendation for Contract Reappointment Evaluation to Interfolio RPT by **October 28** for the dean's review.

In formulating its reappointment recommendation, the Peer Review Committee must consider the following factors relevant to the candidate's performance:

- the candidate's demonstrated professional competence
- evidence of career development and the potential for future contributions to one's field/profession
- evidence of contributions to the School community
- School or Division and institutional needs and resources

The committee will also assess:
- creative activity/research
- service
- teaching (through observation of the candidate's work as set forth herein);
- any other factors relevant to the question of reappointment.

As evidence of these factors, the committee must consider the performance of the candidate, including the self-evaluation, annual evaluations, student course evaluations, and all other material contained in the candidate's evaluation file, and any other factors relevant to the reappointment decision.

Observations of Work
The Peer Review Committee will observe the work of a candidate undergoing evaluation for reappointment. Each committee member should observe the candidate a minimum of two classes. This may include classroom

or studio visits, or any other appropriate means of direct observation. The visitor should be as unobtrusive as possible at all time.

Each school or division must establish its own criteria for classroom or studio visits or other observations and submit it in writing to the provost to obtain approval for these criteria. In addition to these criteria, the observers will consider the following:

1. The instructor's preparedness and involvement with the subject matter
2. The instructor's ability to communicate the subject matter.

Candidate Optional Response to the Dean Regarding the Peer Review Committee Evaluation

The candidate may choose to submit an optional response to the dean regarding the Peer Review Committee Evaluation. This optional response must be uploaded to Interfolio RPT within seven calendar days of Faculty Affairs sharing the evaluation with the candidate.

Dean's Evaluation

As described in the UNCSA Faculty Manual, Section 8.1.8 Procedures for Contract Reappointment Evaluation, the dean will review the performance of the candidate under their current contract, reach a recommendation concerning reappointment and communicate this recommendation to the candidate and the provost.

Using the Dean's Evaluation & Recommendation for Contract Reappointment Evaluation, the dean will document their evaluation. In formulating the evaluation, the dean must consider the following factors relevant to the candidate's performance and the welfare of the School:

- Creative Activity/Research
- Service
- Teaching (through observation of the candidate's work as set forth herein)
- Any other factors relevant to the question of reappointment

It will also assess:
- the candidate's demonstrated professional competence
- evidence of career development and the potential for future contributions to one's field/profession
- evidence of contributions to the School community
- institutional and department needs and resources

As evidence of these factors, the dean must consider the performance of the candidate, including the self-evaluation, annual evaluations, student course evaluations and any other factors relevant to the reappointment decision. The dean will consider all materials contained in the candidate's Contract Reappointment Evaluation Packet.

Observations of Work
The dean will observe the work of a candidate undergoing evaluation for reappointment. This may include classroom or studio visits, or any other appropriate means of direct observation. The visitor should be as unobtrusive as possible at all time.

Each school or division must establish its own criteria for classroom or studio visits or other observations and submit it in writing to the provost to obtain approval for these criteria. In addition to these criteria, the observers will consider the following:

1. The instructor's preparedness and involvement with the subject matter
2. The instructor's ability to communicate the subject matter.

Dean's Meeting with the Peer Review Committee

The dean will meet with the Peer Review Committee **by November 22** to discuss their findings concerning the elements mentioned above, and to determine the findings and recommendations of that committee.

Dean's Meeting with the Candidate

The dean will meet with the candidate **by December 6** to discuss the committee's written findings and recommendation as well as the dean's recommendation for reappointment or non-reappointment according to the established schedule and procedures. The dean will provide the candidate with the following documents:

- External Reviewer Evaluations
- Peer Review Committee Evaluation
- Dean's Evaluation
- Acknowledgement Statement for Contract Reappointment Evaluation (for candidate signature)

Submitting the Final List of External Reviewers, Dean's Evaluation, and Acknowledgement Statement

The Office of the Dean must upload the following documents to Interfolio RPT by **December 13**:

- Final List of External Reviewers (required for candidates undergoing evaluation for 5- and 10-yr contracts)

- Dean's Evaluation & Recommendation for Contract Reappointment Evaluation

- The signed Acknowledgement Statement for Contract Reappointment Evaluation

These are the steps to upload the Dean's Evaluation, signed Acknowledgement Statement, and Final List of External Reviewers to Interfolio RPT:

1. Sign in to Interfolio RPT.

2. Click "Cases" on the left navigation pane.

3. Click on the name of the candidate.

4. Find "Internal Sections" and then find "Dean's Evaluation, Signed Acknowledgement Statement, and Final List of External Reviewers".

5. Click the "Add File" button at the right of the section and follow the directions in the pop-up window to upload the file.

6. Click the "Send Case" button at the top of the page and then select "Forward to".

7. Follow the directions in the pop-up window to send the case to the next step in the evaluation process. Be sure to check the box to send a message to the reviewers gaining access so that they are notified that you have sent the case to them.

See the following Interfolio Help Topics for more information:

- [Adding and Managing Case Materials ("Adding Materials")](#)
- [Move a Case Forward or Backward](#)