

# Peer Review Committee Guidance for Contract Reappointment Evaluation

## Contents

- Interfolio Rank, Promotion & Tenure (RPT).....2**
  - Signing On .....2**
  - Recommended Browsers.....2**
  - Getting Help .....2**
- Guidance Documents for Peer Review Committees.....3**
- Forms for Peer Review Committees.....3**
- Interfolio RPT Help Documents.....3**
- Deadlines.....4**
- Procedures .....5**
  - Viewing Case Materials .....5**
  - Peer Review Committee Evaluation.....5**
  - Submitting the Peer Review Committee Evaluation .....6**

## 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
  - a. Enter your User ID -- This is your UNCSA email username, for example, “smithb”. Do not include @uncsa.edu.
  - b. Enter your password – This is your UNCSA email password. If it doesn’t work, contact the UNCSA Help Desk ([helpdesk@uncsa.edu](mailto: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](mailto: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 Kim Bradfield in the Office of Faculty Affairs (336.770.1364 or [bradfieldk@uncsa.edu](mailto:bradfieldk@uncsa.edu)).

## Guidance Documents for Peer Review Committees

- ❖ [Procedures & Deadlines for Contract Reappointment Evaluation](#)
- ❖ [Packet Requirements for Contract Reappointment Evaluation](#)
- ❖ [UNCSA Faculty Manual](#) – Section 8.1.8 Procedures for Contract Reappointment Evaluation
- ❖  [Cornell University Center for Teaching Excellence : Peer Review of Teaching](#)

## Forms for Peer Review Committees

- ❖ [Peer Review Committee Evaluation & Recommendation 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](#)
- [Compatible and Supported Browsers](#)

## Deadlines

<b>Sept 1</b>	<b>Contract Reappointment Evaluation Packet Due to Faculty Affairs</b>  The Office of the Dean will be able to upload the Peer Review Committee Roster after the candidate has submitted their packet via Interfolio RPT.
<b>Sept 2</b>	<b>Peer Review Committee Roster Due to Faculty Affairs</b>  Faculty Affairs will sent the Interfolio RPT link and instructions to the Peer Review Committee after the Office of the Dean uploads the Peer Review Committee Roster to Interfolio RPT.
<b>Oct 28</b>	<b>Peer Review Committee Evaluation Due to Faculty Affairs</b>  Peer Review Committee Chair uploads the Peer Review Committee Evaluation & Recommendation for Contract Reappointment Evaluation to Interfolio RPT and moves the case forward for the next review step.  Faculty Affairs will send a copy of the Peer Review Committee's evaluation to the candidate.
<b>By Nov 22</b>	<b>Dean Meets with Peer Review Committee</b>  The dean meets with the Peer Review Committee to discuss its evaluation of the candidate.

## Procedures

### Viewing Case Materials

1. The candidate must upload the Contract Reappointment Evaluation Packet to Interfolio RPT by Sept 1. The Office of the Dean must upload the Peer Review Committee Roster by Sept 2.
2. After the packet and Peer Review Committee Roster have been uploaded, the Peer Review Committee will receive an email notification from Faculty Affairs via Interfolio RPT 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.

### 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/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.

### **Submitting the Peer Review Committee Evaluation**

The Peer Review Committee Chair will upload the Peer Review Committee Evaluation & Recommendation for Contract Reappointment Evaluation to Interfolio RPT by **October 28**. The dean will meet with the Peer Review Committee to discuss its findings and recommendation by **November 22**.

These are the steps to upload the Peer Review Committee Evaluation & Recommendation 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 Evaluation".
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](#)