e-RPT Dossiers - Faculty Instructions

July 2019

Each faculty member has an assigned folder with their name on it located at M:\org\rpt\2019

Within each folder there is a location for each item that is required to be submitted to the department and college.

Faculty members being reviewed have read-write privileges only for the folders in which they are expected to submit material. Where ever possible, material should be submitted in *.pdf format. The folders are numbered and labeled as follows:

Folder Name	Description
03_Curriculum Vitae	Faculty members submit current vitae following college recommended format (See Tempaltes)(*.pdf format)
04_Self-Assessment	Faculty members submit self-assessment statement (*.pdf format)
11_Teaching evaluations	Scanned or e-copies of the past three years of teaching evaluations for all courses including student comments
12_Annual Reviews	Annual reviews by the chair for the preceding three years (*.pdf format)
13_3 Papers	Copies of three papers chosen by faculty member representing his/her best work(*.pdf files preferred)
14_Rebuttal	Only used if a rebuttal is submitted after a negative recommendation (*.pdf format)

Faculty members place the appropriate *.pdf documents into these folders.

After submission of the dossier to the department, write permission for the faculty member is terminated and any additional submissions requested by the committee, chair or dean must be added by the appropriate committee or administrator.

Other folders that are completed by the appropriate committees or administrators include

Folder Name	Description
01_Form AA-20	Cover form with all signatures and votes recorded
02-Form AA-27	Affirmative Action Form
05_Dean Recommendation	Dean's review and recommendation
06_CRC Recommendation	College Review Committee's review and recommendation
07_Chair Recommendation	Department Chair's review and recommendation
06_DRC Recommendation	Department Review Committee's review and recommendation
09_External_Letters	External Recommendation Letters (some suggested by candidate; others selected by department chair and/or DRC
10_External Table	Table describing individuals submitting external recommendations letters
Templates	Standard docs for populating folders

For additional information, see university procedures: http://legal.uncc.edu/policies/up-102.13#s6