



UMKC RPT

Committee/Chair/Dean Guide

Key Terms and User Roles

(For informational purposes only)

Unit – Units are created based on the organizational structure of the University

Template - Building blocks of the RPT module. Templates are created at the **Provost** level only

Case – The lifecycle of a candidate as they progress through a standardized review cycle

Packet – The collection of materials used to review the candidate for promotion and/or tenure.

Committees – **Individual or Groups** of users set up to review the candidate materials. Such as Department Chair, Dean or P&T Review Committees.

User Roles within RPT

Institutional Administrators – System and Campus level only

Case Manager-Unit P&T Coordinator will fulfill this same role by uploading recommendation letters, addenda etc. on behalf of the chair, committee, or Dean. All recommendations should be sent to the unit P&T coordinator who will notify the candidate and upload with the other case materials.

Committee Members – Committee Members have basic access to review a candidate's case. Includes, Chair, committees and Dean respectively.

Candidate – Faculty member submitting their materials to be reviewed for the promotion and tenure process.

User Roles within RPT

Case Packet Consists Of Two Sections:

*Candidate Packet

Materials submitted by the candidate or Chris for review of promotion and tenure

*Internal Section

Materials submitted by the committee, department chair, dean, and staff such as recommendation letter, voting form, external reviews, and checklists. At no time does the candidate have access to any materials within the Internal Section.

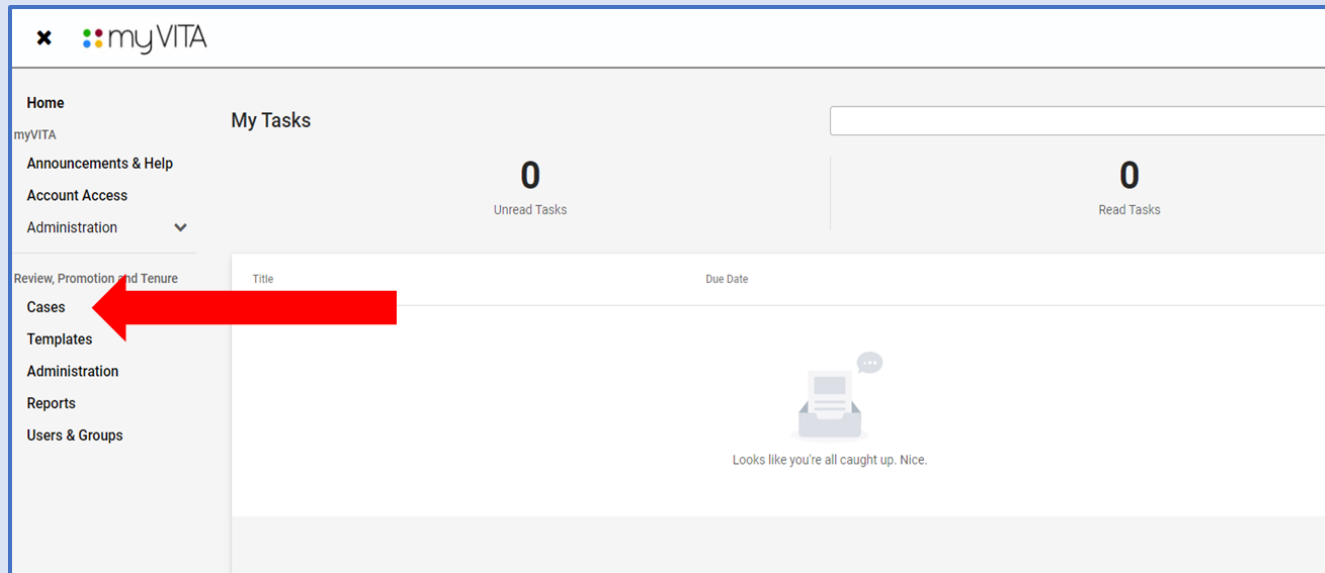
Case Review Steps

- Step 1 Holding Step-Admin Review
- Step 2 External Evaluator Review-Not Using this Year and therefore we will skip
- Step 3 Department P&T Committee Review & Recommendation
- Step 4 Department Chair P&T Review & Recommendation
- Step 5 Unit P&T Committee Review & Recommendation
- Step 6 Dean P&T Review & Recommendation
- Step 7 Campus P&T Committee (CPTC) Review & Recommendation
- Step 8 Provost Review & Recommendation
- Step 9 Chancellor Review & Final Recommendation

Committee-Chair-Dean Getting Started

- Navigate to your myVITA account.

RPT (Review, Promotion and Tenure) selections are listed in middle to the left of the screen below the myVITA menu items. To see all cases created for your department, select “Cases” in the RPT menu



Email Alert

John Smith's case is now available for
your review.

REVIEW

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Ferrie Craighead



The following items must be completed before sending the case to the next step.

Cases

Create Case ▾

Search cases



2 of 2 cases

Filtered By: Active Cases ✕

Name ▾	Type ▾	Template Name ▾	Status ▾
<input type="checkbox"/> Susan Smith Educational Leadership & Policy Analysis - MU	Tenure	MU Promotion/Tenure TT Template 6/5/2020 initial run	
Case Created: Waiting for an administrator to add case review steps			
<input type="checkbox"/> John Adams Educational Leadership & Policy Analysis - MU	Tenure	MU Promotion/Tenure Template Master	
Step 2 of 12: Department APC Committee ⚠ Required Documents			

Click Read Case to load all accessible case materials into the document viewer where they can be viewed online

The screenshot shows the myVITA interface for a case. The top navigation bar includes 'Home', 'Your Packets', 'myVITA', 'Announcements & Help', 'Account Access', and 'Administration'. The main content area displays the case details for 'John Smith', including the unit 'Biological Science - MU', the template 'MU A&S-Biological Sciences-Promotion & Tenure to Associate Professor', and the status 'Select Status'. A search bar for case materials is present, with a 'Read Case' button highlighted by a red arrow. Below the search bar, there are options to 'Expand All' or 'Collapse All', and buttons for 'Share', 'Settings', and 'Move'. The 'Candidate Packet' section is visible, showing a table of materials. The first material is 'myVITA Vita' (Locked), which contains a table with one row: 'MU Activity Report Summer 2016 - Spring 2021', generated on Jan 11, 2021. The second material is 'Appointment' (Locked).

University of Missouri > Cases >

John Smith Send Case Case Options

Unit
Biological Science - MU

Template
MU A&S-Biological Sciences-Promotion & Tenure to Associate Professor

Status
Select Status

Case Materials Case Details 2

Search case materials by title

Q Read Case

Expand All Collapse All Share Settings Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Title	Details	Actions
<input type="checkbox"/> MU Activity Report Summer 2016 - Spring 2021	Generated Jan 11, 2021	Edit

myVITA Vita Locked View History Unlock

Appointment Locked Unlock

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Program Policies

Packet sections are bookmarked in the column to the left. All supporting documents/attachments will also appear on the left. Click on each section so that it expands fully.

P&T CV on the right.

The screenshot displays a web interface with a navigation menu on the left and a curriculum vitae on the right. The navigation menu is titled "MYVITA VITAE" and includes the following sections:

- UMKC P&T CV (Promotion to Professor Candidates)-School of Medicine(APA Citation)
- Attachments from UMKC P&T CV (Promotion to Professor Candidates)-School of Medicine(APA Citation)
 - Curriculum Vitae (uploaded file)
 - Honors, Awards, and Recognitions
 - Teaching Statement and Overview
 - Courses Taught (Official UM Record - Fall 2007 to Present)
 - Other Teaching Activities
 - Research Statement and Overview
 - Scholarly Contributions
 - Service Statement and Overview
 - University Service (other than committees)
- EXTERNAL EVALUATIONS

The curriculum vitae on the right is for Michael J. Wacker, dated Spring 2011 - Spring 2021. It includes the following information:

Michael J. Wacker
Spring 2011 - Spring 2021
UMKC P&T CV (Promotion to Professor Candidates)-School of Medicine(APA Citation)
Associate Professor
(816)235-6069
wacker@umkc.edu

Current University Position
Position: Vice Chair-Biomedical Sciences, Associate Dean of Academic Affairs and Preclinical Medical Education
Current Academic Rank: Associate Professor

Curriculum Vitae (Uploaded File)
Michael Wacker CV 2021

Degrees

Year	Degree
2003	Ph.D., Physiology and Cell Biology, University of Kansas
1997	B.S., Biology, Texas Christian University

Honors, Awards, and Recognitions

Spring 2021 - Spring 2021
Governor's Award for Excellence in Education, State of Missouri,
Description:
Awarded by the state of Missouri for the top teaching award recipient at UMKC.

Fall 2020 - Fall 2020
Charoellor's Award for Excellence in Teaching, University of Missouri-Kansas City,
Description:
University's most competitive and highest teaching award for faculty; selected by a university committee

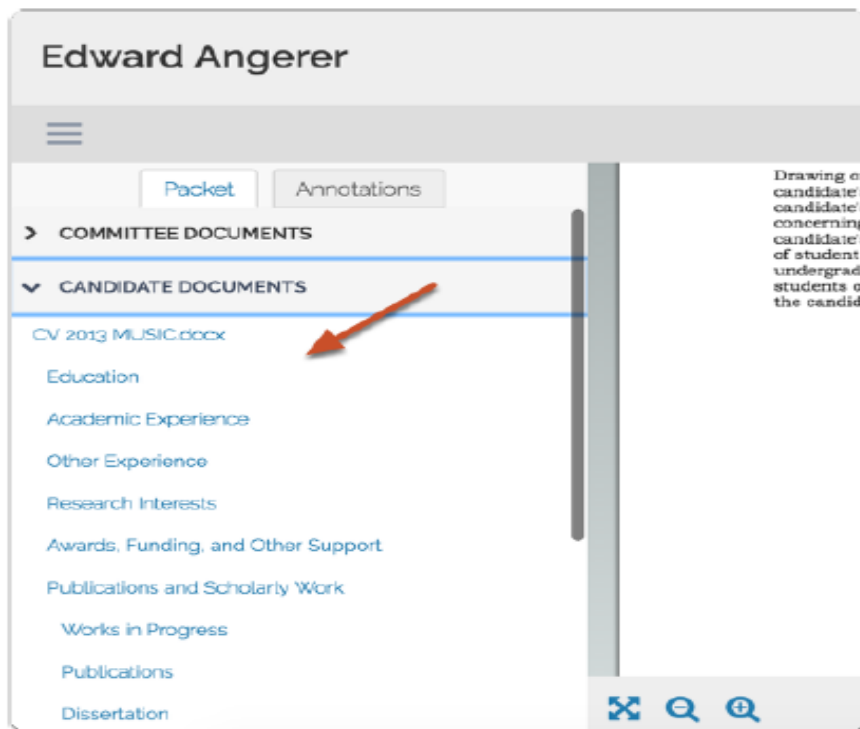
Spring 2020 - Spring 2020
School of Medicine Associate of the Month, UMKC School of Medicine,
Description:
Selected by a School of Medicine committee based on nominations by other faculty, staff, and/or students

Keynote Speaker: 3rd Beta Honor Society Induction Ceremony, Avila University


Fall 2019 - Fall 2019
Christopher Papasian, PhD, Excellence in Teaching Award, UMKC School of Medicine

Spring 2018 - Spring 2018
Honorary Faculty Membership to Golden Key National Honour Society, UMKC chapter of the Golden Key National Honour Society,
Description:

Pages in a document are also are bookmarked, including section headers in a document



Click the to move back and forth between pages and materials in the viewer



The screenshot shows a document viewer interface. The main content area displays a list item: *Vice-President. Slave Pit Inc. (entertainment, licensing, merchandising and production company) 1987-1994*. Below this is a section titled **Research Interests** with two bullet points: *Writing Pedagogy* and *Performance Ethnography*. A red arrow points to the navigation controls at the bottom of the viewer. The navigation bar includes a full-screen icon, zoom in and zoom out icons, the text "Previous Document" followed by a left arrow, "1 / 3", a right arrow, and "Next Document". On the far right of the navigation bar are icons for a document with a pencil, a trash can, and an eye.

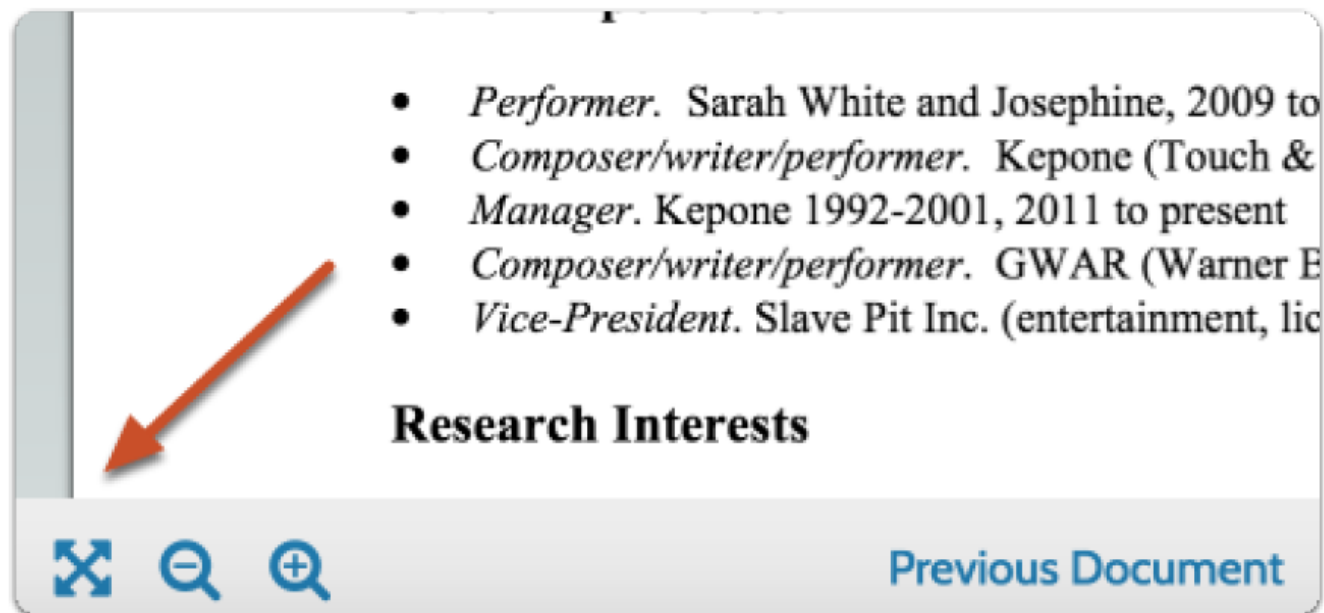
- *Vice-President. Slave Pit Inc. (entertainment, licensing, merchandising and production company) 1987-1994*

Research Interests

- *Writing Pedagogy*
- *Performance Ethnography*

Previous Document < 1 / 3 > Next Document

The icon below toggles on or off the header bar of the viewer

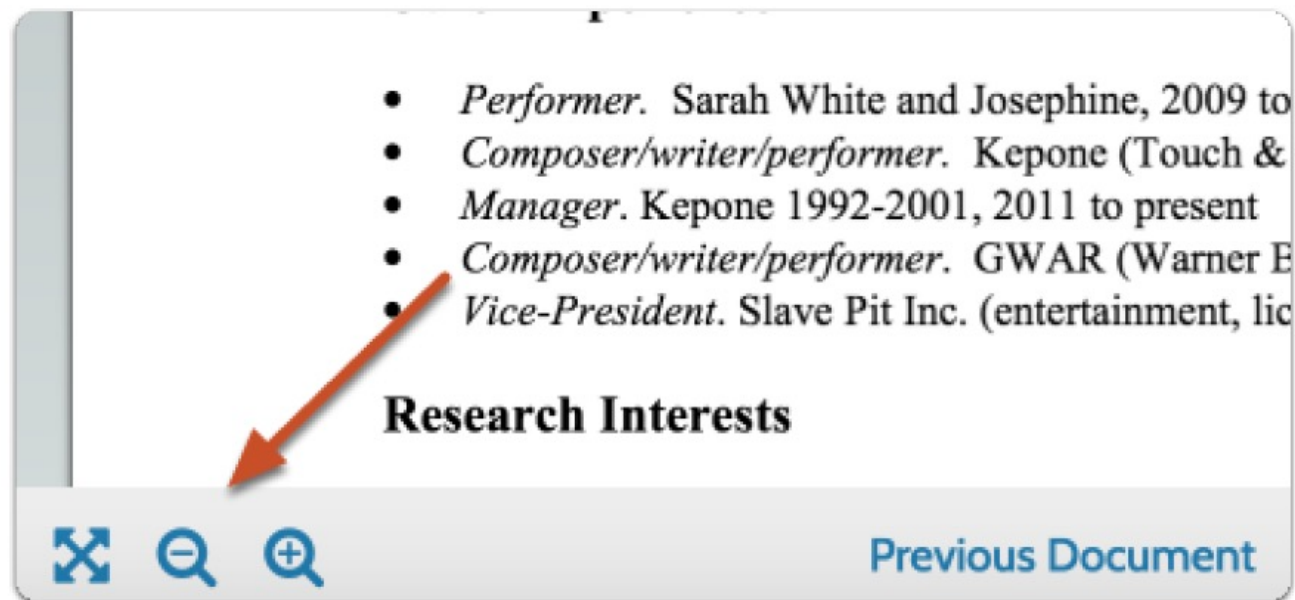


• *Performer.* Sarah White and Josephine, 2009 to
• *Composer/writer/performer.* Kepone (Touch &
• *Manager.* Kepone 1992-2001, 2011 to present
• *Composer/writer/performer.* GWAR (Warner E
• *Vice-President.* Slave Pit Inc. (entertainment, lic

Research Interests

Previous Document

The zoom icons zoom in or out of the displayed document



The image shows a document viewer interface. The main content area displays a list of research interests under the heading "Research Interests". An orange arrow points from the zoom icons at the bottom left towards the text in the list.

- *Performer.* Sarah White and Josephine, 2009 to
- *Composer/writer/performer.* Kepone (Touch &
- *Manager.* Kepone 1992-2001, 2011 to present
- *Composer/writer/performer.* GWAR (Warner E
- *Vice-President.* Slave Pit Inc. (entertainment, lic

Research Interests

Navigation icons: Full Screen, Zoom Out, Zoom In, and Previous Document.

- **Case Materials Are Not Available for Download**

Recommendations

- All unit level recommendations should be sent to the Unit P&T Coordinators. They will notify the candidate and/or include any rebuttal and/or response if applicable. Coordinators will then include the recommendation letter into the RPT system with the other case materials. As a reminder, committees must have a vote tally either within the narrative or as an addendum and signatures of all members on letter of recommendation (an official electronic signature is okay).