

Department Level Instructions

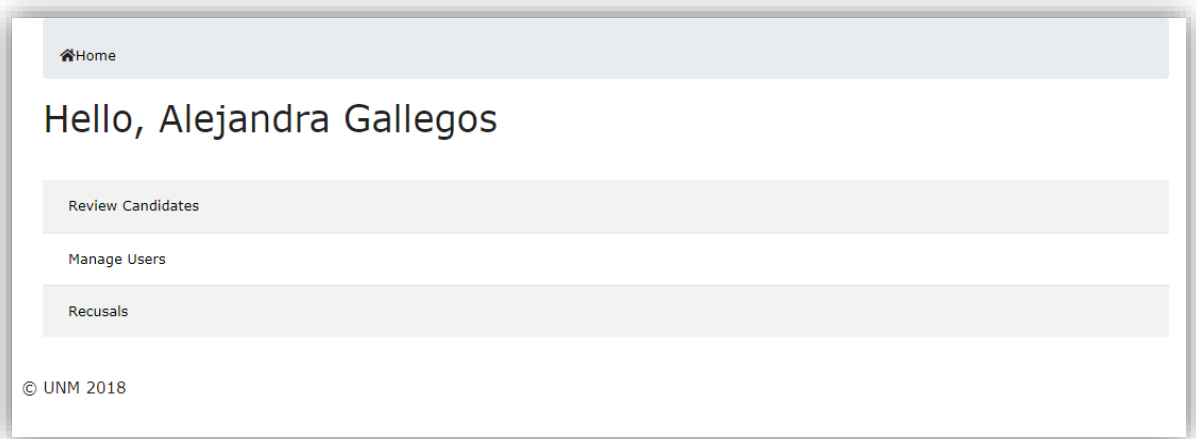
RPT (Retention, Promotion, and Tenure)

Access RPT at rpt.unm.edu

Use your UNM NetID and password for login

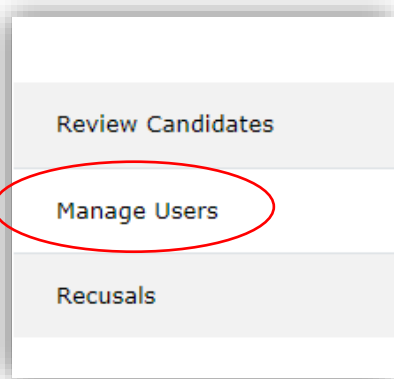
Department Administrators (DAs) will add each of their candidates under review for promotion to Full Professor, Tenure and Promotion, Mid-Probationary (Retention) Review, and Lecturer Promotion.

DAs also control the file access of all department reviewers as well as the Chair or Director.



Adding Users

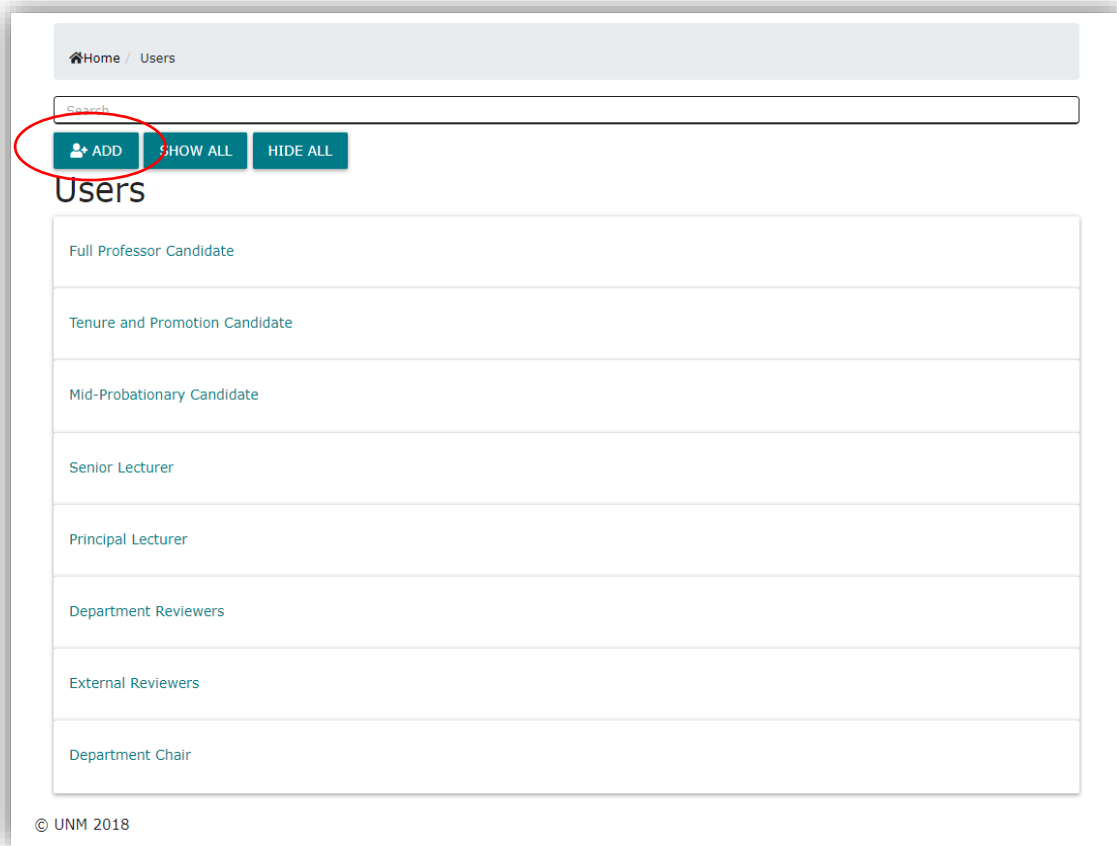
Click on “Manage users” to add **Candidates, Department Reviewers and Chair/Director** to the app.



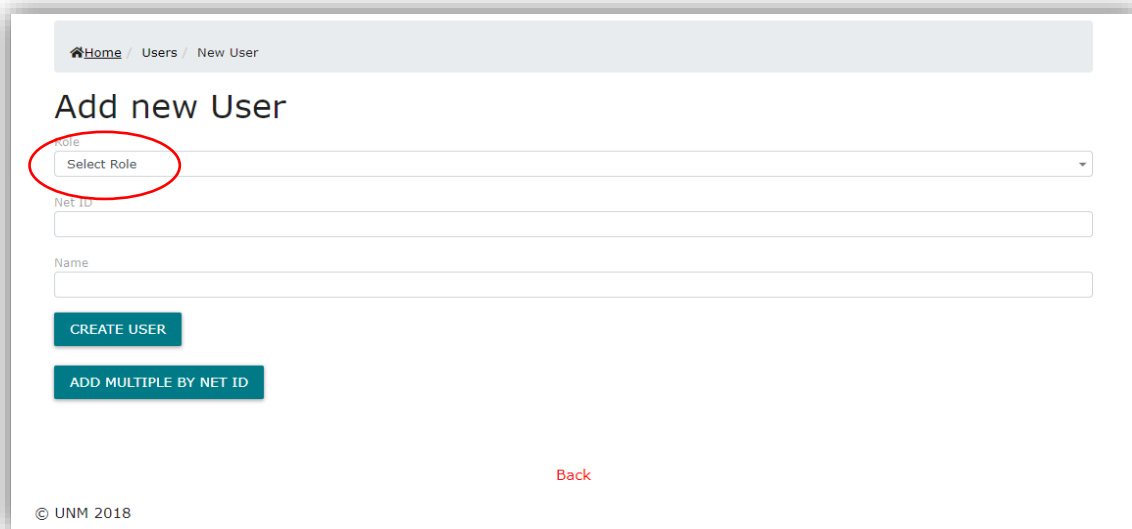
You have two options to add users on the following page:

Option 1:

Click “Add” button at the top of user page:



“Select Role” to match the role of the user about to be added:



Add the user’s **NetID** (not the Banner ID). The user name should auto-populate.

Click “Create User.”

Home / Users / New User

Add new User

Role
Full Professor Candidate

Net ID
fcertain

Name
Francisco Certain

CREATE USER

ADD MULTIPLE BY NET ID

[Back](#)

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The next page will confirm that the user was successfully added and will verify the user's information.

Home / Users / Show User

NetID: fcertain

Name: Francisco Certain

Roles:

- Full Professor Candidate,Anderson School of Management,Accounting

Unit: Anderson School of Management

Department: Accounting

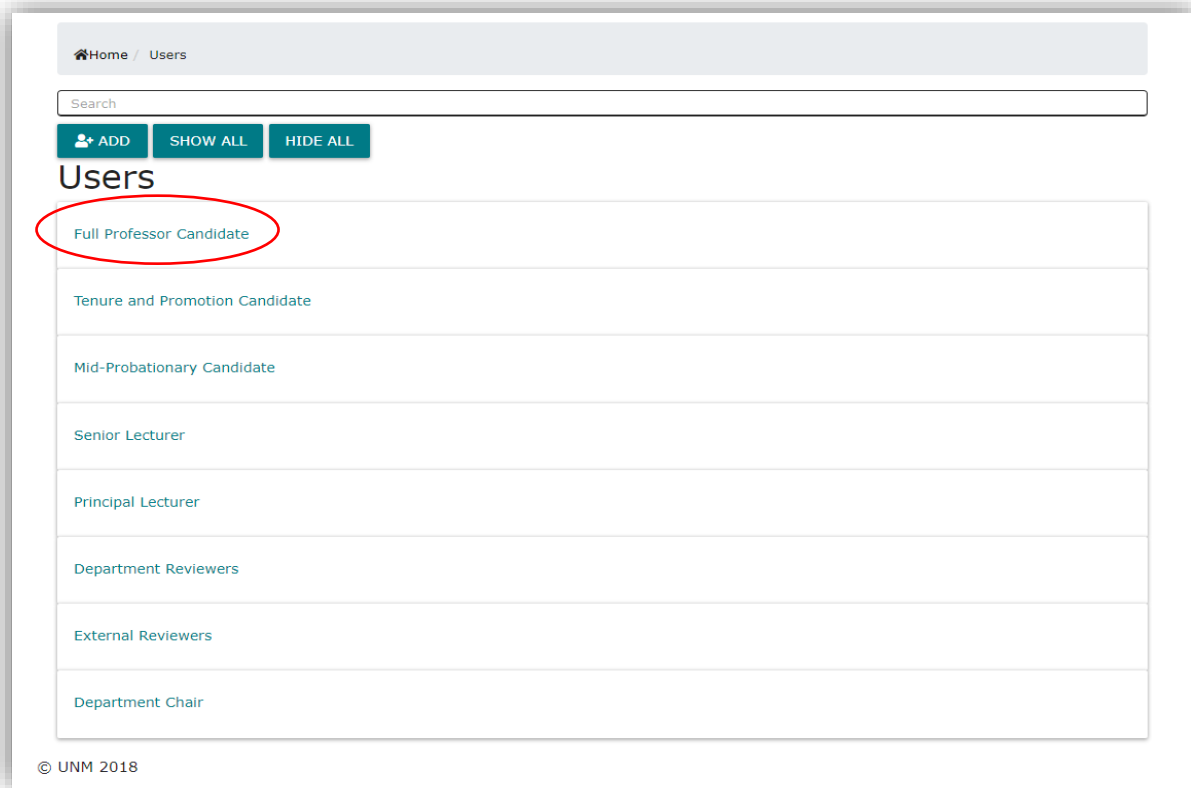
[Back](#)

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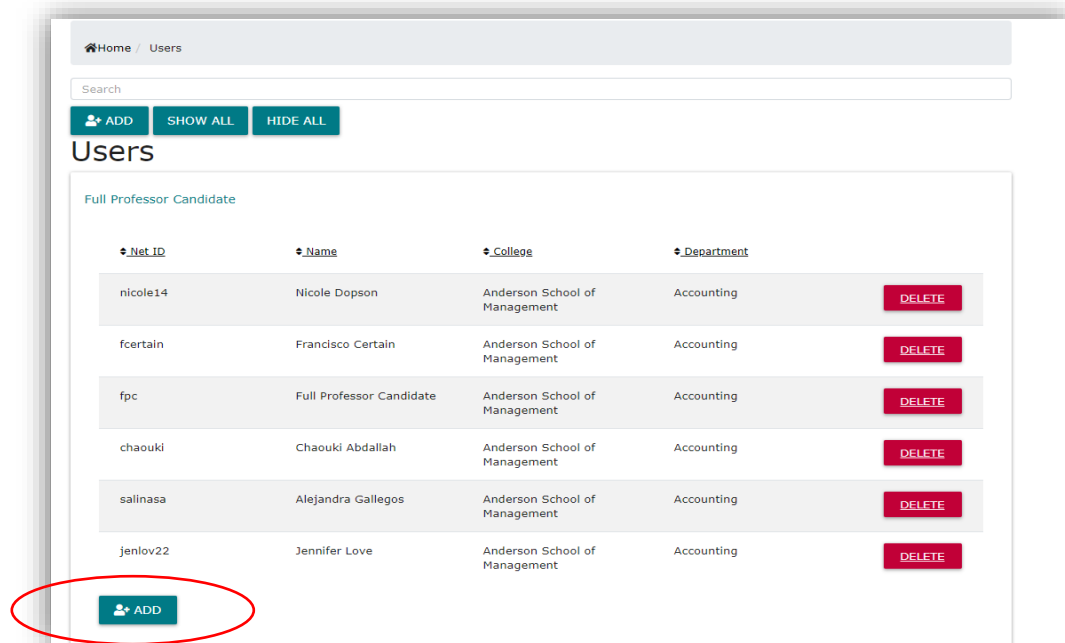
You may click the “Back” button at this point and it will take you to the Manage Users home page.

Option 2:

Add user by their specific role. For example, you may add a full professor candidate within that section:



Clicking “Full Professor Candidate” will bring up a drop down menu for full professor candidates only.



Click the “Add” button at the bottom left corner of the drop down to add each candidate.

Enter the candidate's **NetID** (not the Banner ID), and the candidate's name should populate. Then click "Create User."

Home / Users / New User

Add new Full Professor Candidate

Net ID
fcertain

Name
Francisco Certain

CREATE USER

ADD MULTIPLE BY NET ID

[Back](#)

© UNM 2018

The next page will confirm that the user was successfully added and will verify the user's information.

Home / Users / Show User

NetID: fcertain

Name: Francisco Certain

Roles:

- Full Professor Candidate, Anderson School of Management, Accounting

Unit: Anderson School of Management

Department: Accounting

[Back](#)

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Clicking "Back" will take you to the "Manage Users" home page.

Clicking "Home" will take you to the RPT home page.

In this section you will also the add Department Reviewers, in the "Select Role" drop down select "Department Reviewer" as seen below:

Home / Users / New User

Add new User

Role
Department Reviewers

Candidate Level
Select Review Level

Net ID

Name

CREATE USER

ADD MULTIPLE BY NET ID

Detailed description: This is a screenshot of a web application interface for adding a new user. At the top, there is a breadcrumb trail: 'Home / Users / New User'. Below this is the title 'Add new User'. The form contains several fields: a 'Role' dropdown menu currently showing 'Department Reviewers', a 'Candidate Level' dropdown menu showing 'Select Review Level', a 'Net ID' text input field, and a 'Name' text input field. At the bottom of the form are two buttons: 'CREATE USER' and 'ADD MULTIPLE BY NET ID'. A red oval highlights the 'Role' dropdown menu.

You will then move on to the “Candidate Level” to select the specific section you wish to add this reviewer to, you will then select from the appropriate candidate rankings, such as Full professor, Tenure and Promotion, Mid-Probationary, Senior Lecture, Principle Lecture or All Ranks. This selection will allow the reviewer access to see the dossier within the selected rank. Please image below:

Home / Users / New User

Add new User

Role
Department Reviewers

Candidate Level
Full Professor Candidate

Net ID

Name

CREATE USER

ADD MULTIPLE BY NET ID

Detailed description: This is a second screenshot of the same 'Add new User' form. The 'Candidate Level' dropdown menu is now selected and shows 'Full Professor Candidate'. A red oval highlights this dropdown menu. All other elements of the form, including the breadcrumb trail, title, other dropdowns, text inputs, and buttons, remain the same as in the first screenshot.

Proceed to Enter the reviewer’s **NetID** (*not the Banner ID*), and the reviewer’s name should populate. Then click “Create User.”

Role
Department Reviewers

Candidate Level
Full Professor Candidate

Net ID
dachstar

Name
Dachary Vann

CREATE USER

ADD MULTIPLE BY NET ID

The next page will confirm that the user was successfully added and will verify the user's information.

[Home](#) / [Users](#) / [Show User](#)

User was successfully created.

NetID: dachstar

Name: Dachary Vann

Roles:

Department Reviewers

Unit: Anderson School of Management

Department: Accounting

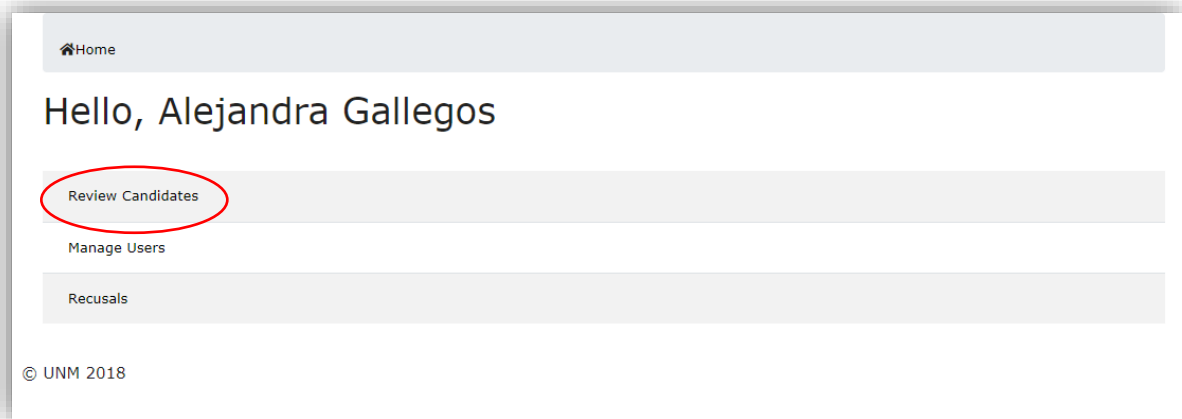
Recused **Dachary Vann - Department Reviewers** from the following ranking:

- Senior Lecturer
- Mid-Probationary Candidate
- Tenure and Promotion Candidate
- Principal Lecturer

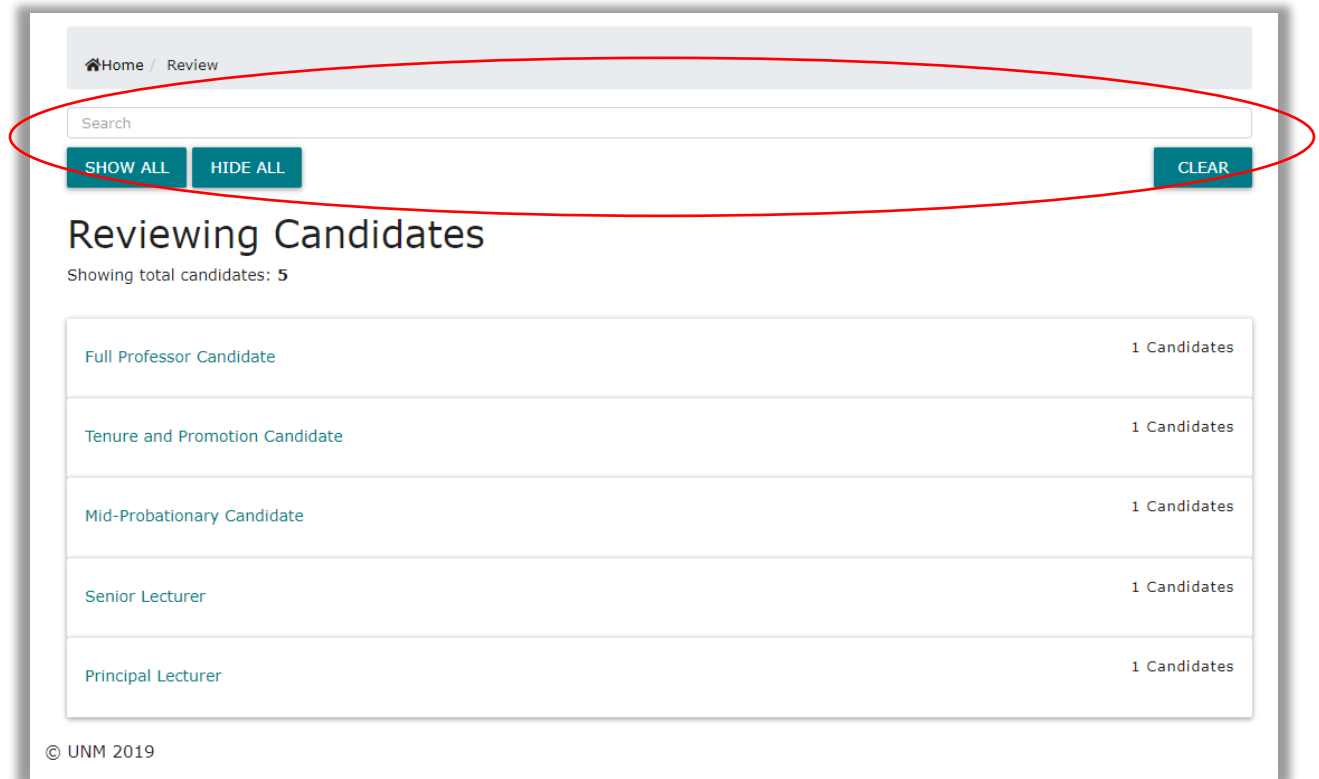
Disclaimer: if this reviewer should have access to other rankings, please add them to the other desired rankings as needed.

The above image will also indicate what rankings the reviewer was recused from, for example, the reviewer above was granted full professor access; therefore, was recused from all other rankings.

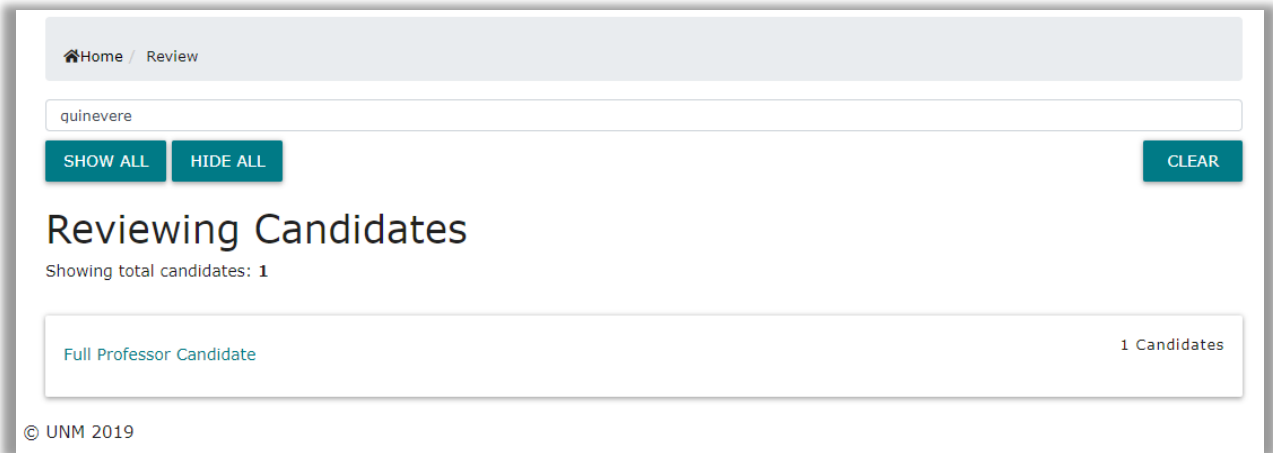
Reviewing Candidates



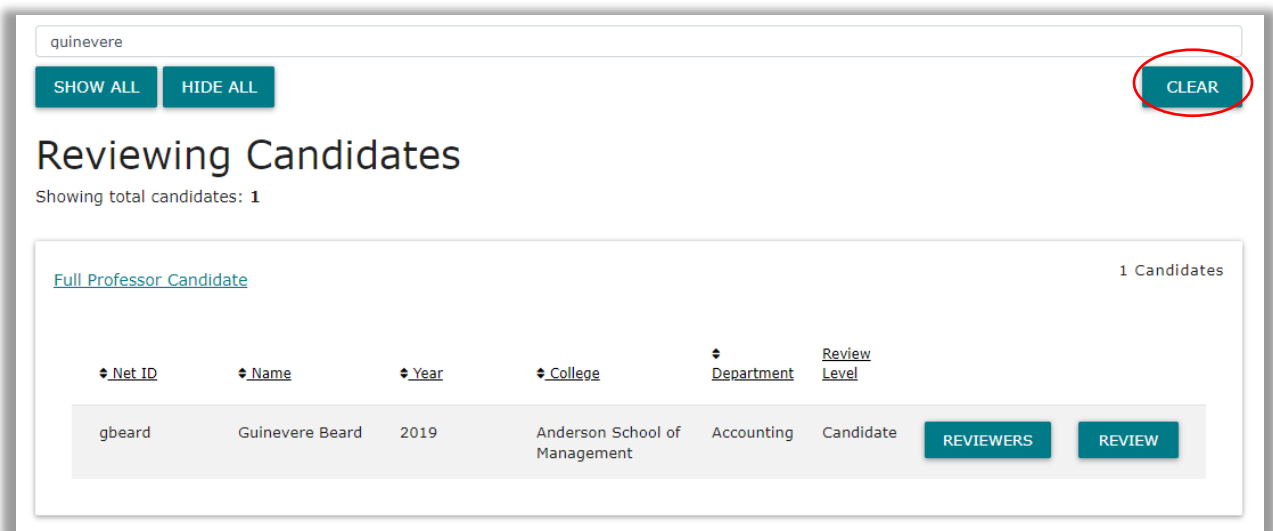
Clicking on “Review Candidates” brings up the following screen:



Once you have added candidates you may search for candidates by first name, last name or Netid.



The candidate will populate from the specific section that it is placed in. If you click the rank of candidate you searched, you will be able to see the dossier's information as illustrated below.



You may click the “clear” button on the top right corner to clear the search. See image above.

Click the rank of the candidate you wish to review. As the department administrator, you can track the files of each of the candidates in this section.

Home / Review

SHOW ALL HIDE ALL

Reviewing Candidates

[Full Professor Candidate](#)

Net ID	Name	College	Department	Review Level		
fpc	Full Professor Candidate	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
jenlov22	Jennifer Love	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
chaouki	Chaouki Abdallah	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
nicole14	Nicole Dopson	Anderson School of Management	Accounting	College Admin	REVIEWERS	NOT AVAILABLE
salinasa	Alejandra Gallegos	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
fcertain	Francisco Certain	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW

In this screen shot, Professor Abdallah’s file is at the Candidate level, as indicated in the “Review Level” column. As you can see all “Dossier” buttons are turquoise colored indicating that the department admin can view the file; however Professor Dopson’s file is red, this indicates that her file has passed the department level as is no longer accessible to the department. It is now at the college level.

Recusal of Reviewers from professor ranking faculty file

If you wish to recuse an individual from a specific section, see image below.

Home / Review

SHOW ALL HIDE ALL

Reviewing Candidates

Full Professor Candidate

Net ID	Name	College	Department	Review Level		
fpc	Full Professor Candidate	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
jenlov22	Jennifer Love	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
chaouki	Chaouki Abdallah	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
nicole14	Nicole Dopson	Anderson School of Management	Accounting	Provost Reviewers	REVIEWERS	NOT AVAILABLE
salinasa	Alejandra Gallegos	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW
fcertain	Francisco Certain	Anderson School of Management	Accounting	Candidate	REVIEWERS	REVIEW

To recuse a specific reviewer from a candidate's dossier, click on the "Reviewers" button to reach the following screen:

Home / Review / Reviewers

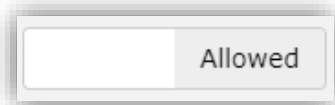
Reviewers for Alejandra Gallegos

Name	Net ID	Recused?
External Reviewers	external@example.com	<input type="checkbox"/> Allowed
Department Reviewers	dr1	<input type="checkbox"/> Allowed
Department Chair	dc1	<input type="checkbox"/> Allowed
	wisam.quais@gmail.com	<input type="checkbox"/> Allowed
Jennifer Love	jenlov22@yahoo.com	<input type="checkbox"/> Allowed
Richard Wood	rlwood	<input type="checkbox"/> Allowed
Lorena Blanco-Silva	lblanco	<input type="checkbox"/> Allowed
Alejandra Gallegos	salinasa	<input type="checkbox"/> Allowed

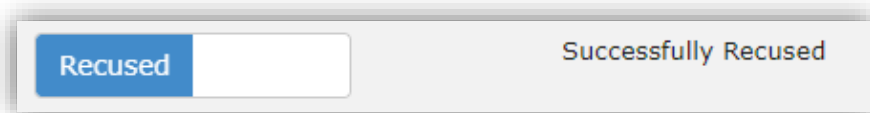
[✓ FINISH](#)

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To restrict access for individual reviewers, slide the “Allowed” button to the left.

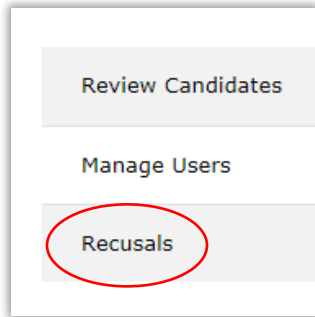


The button will then change to:



Once this process is complete, that reviewer will be restricted from viewing that specific file.

Click on “Recusals” as seen below to allow you to see all of your reviewers and/or what files/rankings they have been recused from.



You will see the image below.

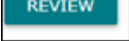
Home / Recusals

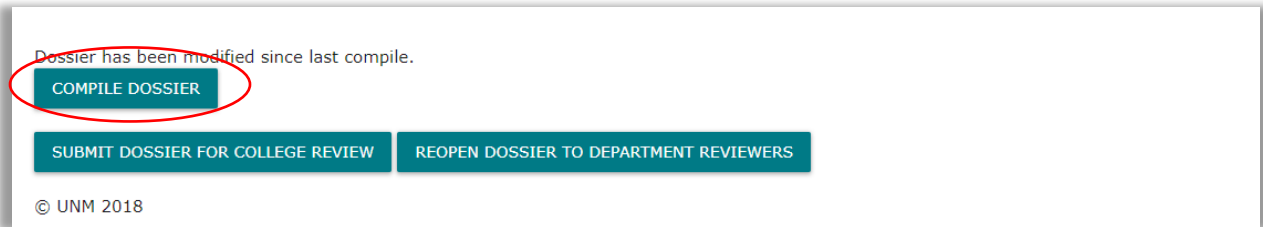
Listing Recusals

Showing total recusals: 4

Reviewer Name	Net ID	Unit	Department	Recused from below Levels
Dachary Vann	dachstar	Anderson School of Management	Accounting	<ul style="list-style-type: none">• Tenure and Promotion Candidate• Mid-Probationary Candidate• Senior Lecturer• Principal Lecturer
Lauren Medrano	lr4343	Anderson School of Management	Accounting	<ul style="list-style-type: none">• Tenure and Promotion Candidate• Mid-Probationary Candidate• Senior Lecturer
Ignacio Ortiz	ortizi	Anderson School of Management	Accounting	<ul style="list-style-type: none">• Full Professor Candidate• Mid-Probationary Candidate• Senior Lecturer
April Davidson	aprilid	Anderson School of Management	Accounting	<ul style="list-style-type: none">• Full Professor Candidate

Viewing the Dossier

Clicking on the “Review Candidates” button to review all candidates.  will allow you to view the dossier and add department-level documents. *Only the candidate may add or delete content at the candidate’s level.* In order to view the dossier for the first time, you must click “Compile Dossier” and/or to submit it to other levels of review.



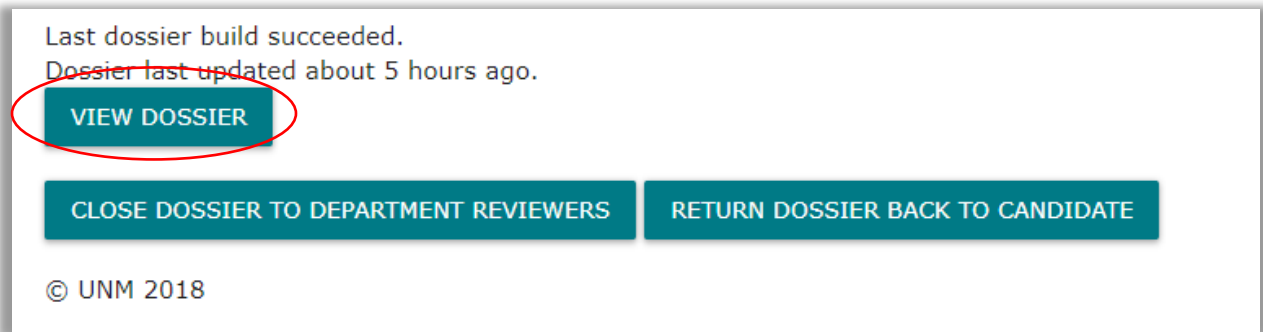
Dossier has been modified since last compile.

COMPILE DOSSIER

SUBMIT DOSSIER FOR COLLEGE REVIEW **REOPEN DOSSIER TO DEPARTMENT REVIEWERS**

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Once you compile, the “View Dossier” button will appear.



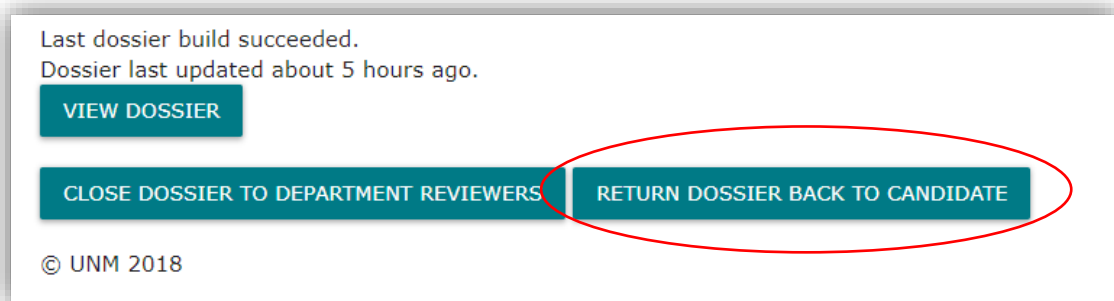
Last dossier build succeeded.
Dossier last updated about 5 hours ago.

VIEW DOSSIER

CLOSE DOSSIER TO DEPARTMENT REVIEWERS **RETURN DOSSIER BACK TO CANDIDATE**

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If the candidate wishes to add additional materials after submitting his/her dossier to the department, the DA can return the dossier to the candidate for changes. However, *this may not occur if the file is already in the process of review.*



Last dossier build succeeded.
Dossier last updated about 5 hours ago.

VIEW DOSSIER

CLOSE DOSSIER TO DEPARTMENT REVIEWERS **RETURN DOSSIER BACK TO CANDIDATE**

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Closing the Dossier

After reviewers have submitted their recommendations, the DA will need to close the dossier to the reviewers *before* adding those faculty recommendations. These are confidential documents, which at this point only the chair/director has the privilege to see.

Name	Files
Annual Reviews	0
External Reviews	0
Department Vote and Comments	0
Letter from Department Chair	0
New or Amended Documents (Department)	0

Dossier has been modified since last compile.

COMPILE DOSSIER

CLOSE DOSSIER TO DEPARTMENT REVIEWERS RETURN DOSSIER BACK TO CANDIDATE

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Adding Documents to the Dossier

Add Annual Reviews, External Reviews, and Department Votes/Comments in the appropriate sections. Once the Department Chair's letter has been written, the DA uploads that here as well. New or amended materials provided by the candidate can also be added in this section. Please note all documents must be in PDF format.

Home / Review / Build Dossier

Update and Review Dossier for Alejandra Gallegos

Name	Files
Annual Reviews	0
External Reviews	0
Department Vote and Comments	0
Letter from Department Chair	0
New or Amended Documents (Department)	0

Dossier has been modified since last compile.

[COMPILE DOSSIER](#)

[CLOSE DOSSIER TO DEPARTMENT REVIEWERS](#) [RETURN DOSSIER BACK TO CANDIDATE](#)

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Simply drag and drop files or browse your local computer to locate them. Place in the appropriate section.

Home / Review / Build Dossier / Annual Reviews

Annual Reviews

Files must be less than 1GB and of PDF format .

Drop files here
or [click](#) to upload

Uploaded documents will appear below

PADM 500 Fall 2017 Syllabus.pdf [DELETE](#)

[Back to Dossier Sections](#)

The documents you upload will appear in the gray bar. You can delete documents uploaded in error. Once you have completed uploading documents to this section, click “Back to Dossier Sections”.

Uploaded documents will appear below

PADM 500 Fall 2017 Syllabus.pdf	DELETE
---------------------------------	--------

[Back to Dossier Sections](#)

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When all items have been added, you must click “Compile Dossier” in order to review it and/or submit it to other levels of review.

Dossier has been modified since last compile.

[COMPILE DOSSIER](#)

[SUBMIT DOSSIER FOR COLLEGE REVIEW](#) [REOPEN DOSSIER TO DEPARTMENT REVIEWERS](#)

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Each time new documents are added, compile the dossier again before previewing.

Once compiled, button will change to “View Dossier”.

Last dossier build succeeded.
Dossier last updated less than a minute ago.

[VIEW DOSSIER](#)

[SUBMIT DOSSIER FOR COLLEGE REVIEW](#) [REOPEN DOSSIER TO DEPARTMENT REVIEWERS](#)

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Once you are confident that the file is ready to be submitted, **be sure to download a copy of the dossier for your records**. Then click “Submit for College Review”.

Last dossier build succeeded.
Dossier last updated less than a minute ago.

[VIEW DOSSIER](#)

[SUBMIT DOSSIER FOR COLLEGE REVIEW](#) [REOPEN DOSSIER TO DEPARTMENT REVIEWERS](#)

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Submit Final Dossier ×

Are you sure? The candidates dossier will be advanced to the next review level.

NO [YES](#)

Files

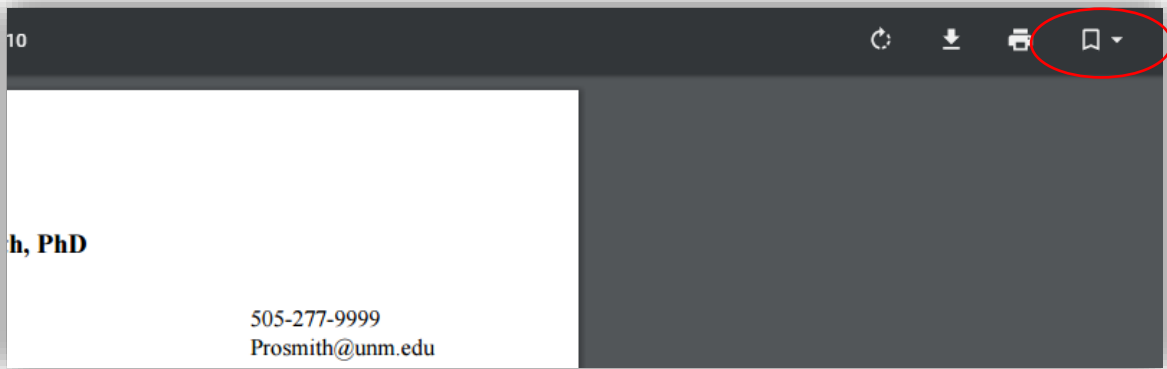
Clicking “Yes” will advance the candidate’s file to the next level of review and you will be redirected to the Reviewing Candidates screen.

Bookmarking functions

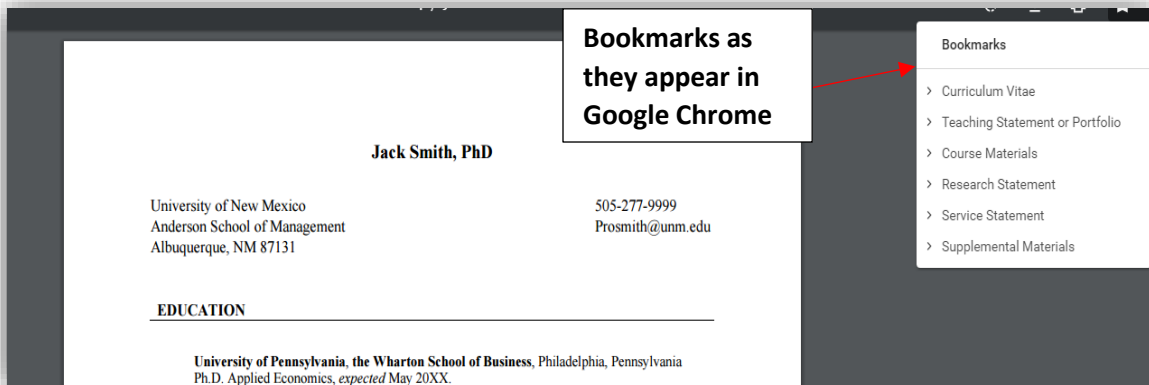
The RPT app allows you to jump from section to section using the PDF bookmarking feature while reviewing the dossier. Bookmarks will appear differently depending on the browser used:

Google Chrome

Place mouse at the top of the screen and a black tool bar will appear. Click on the bookmarks icon in the upper right corner...



...and the bookmarks will appear in a dropdown list:

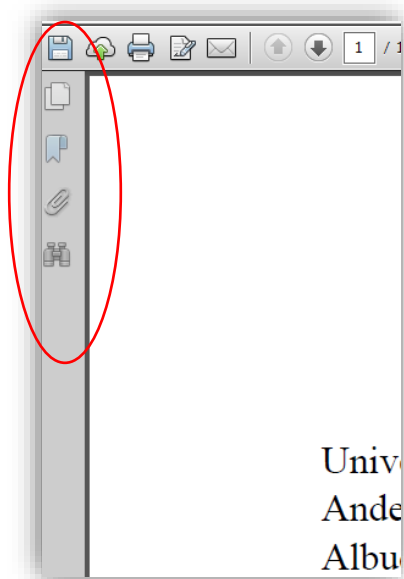


Internet Explorer

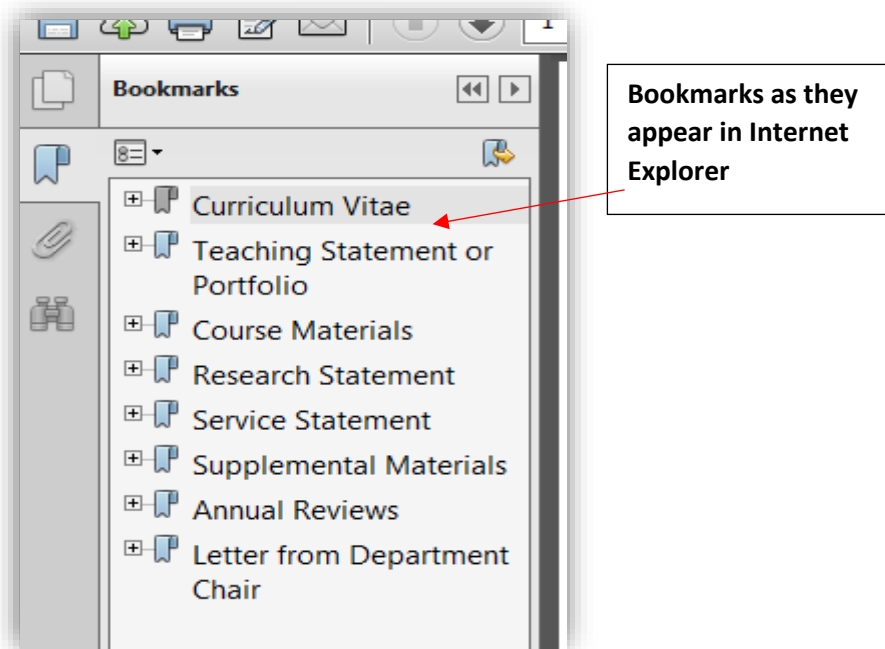
Hover your mouse near the bottom of the screen and you will see this tool bar. Click on the triangular icon on the far right.



A tool bar will appear on the left side of the screen.



Click on the blue ribbon  to open the bookmarking feature.



Bookmarks as they appear in Internet Explorer

Need help?

Email rpthelp@unm.edu for all technical and procedural questions.