



# Preparing your RTP or NTT Evaluation Application File using MS Teams

Jenny Hebert  
Director of the Institute for Teaching, Learning and Assessment

Katie Cerrone  
Professor of Technical Mathematics  
Coordinator of General Education

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# OVERVIEW

- All RTP and NTT Evaluation application files must be submitted using MS Teams.
- For RTP: Refer to Article 13 of the [CBA](#) and your academic unit [RTP guidelines](#) as you prepare your files.
- For NTT Evaluation: Refer to Article 29 and your unit's guidelines (if applicable)
- Consult with your department chair or school director if you have any questions about RTP criteria, requirements, or processes.

# DIGITAL PROCESS

- The MS Team serves as the storage receptacle for your application file, much like binders did previously.
- Your Team will be digitally transferred at each review level by changing ownership and membership.
- At the end of the process, ownership of your Team will be returned to you and can be used as foundation for your next review.



# SECURITY

- All files submitted through the MS Team will only be accessible to RTP committee and designated reviewers within the college and OAA.
- You should keep backup files of your RTP materials.



# LOCATING YOUR RTP OR NTT EVALUATION TEAM

If you submitted a file last year, the ownership of your Team should have been returned to you. In Teams, click on “Teams” on the left navigation bar and you should find it there. You may also use the search feature.

Contact your college dean’s office if you need assistance in locating your Team or getting ownership transferred back to you.

# CREATING A NEW RTP OR NTT EVALUATION TEAM

If this is your first digital submission, you'll need to create your Team.

Click [here](#) to learn the basics of creating a MS Team.

Name your Team with the following convention:

NTT Evaluation Firstname Lastname

RTP Firstname Lastname

# KNOW YOUR EVALUATION CRITERIA

*For tenure-track faculty*

See Article 13, Section 3 in [CBA](#)

- Evidence of Teaching
  - including quantitative evidence from formal student course evaluations, plus any other requirements of the academic unit
- Evidence of scholarship and/or creative activity
- Evidence of service
- External Review letters for tenure and promotion files

# TT GOING UP FOR PROMOTION EXTERNAL REVIEW

## *For tenure-track faculty*

- You will need to create a separate MS Team to house materials that will be shared with external reviewers.
- Check department guidelines for what materials should be included.
- Name your Team with the following convention:  
**External Review File - Firstname Lastname**
- Deadline April 15th

# KNOW YOUR EVALUATION CRITERIA

## *For nontenure-track faculty*

See Article 29, section 4 of [CBA](#):

The criteria to be considered for evaluation for reappointment and promotion are found in the letters of appointment/reappointment and as those described in Article 13, Section 3(b) for tenure track faculty, **if relevant**.

NOTE: *The duties specified in **current the letter of appointment** form the basis for evaluation of NTT faculty.*

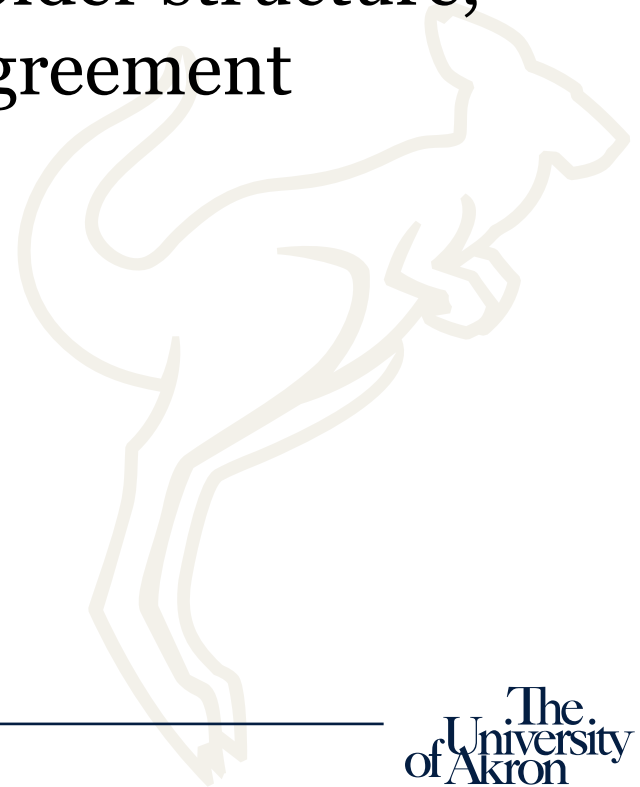
## **ARTICLE 29 SECTION 4.E, CONTINUED**

If an Assistant Professor of Instruction or an Assistant Professor of Practice is not required to engage in research activities, those criteria will not apply.

Professional activities submitted by the faculty member shall be considered in the evaluation, including the achievement of additional credentials, such as a relevant terminal degree.

# ORGANIZING YOUR FILE

- The goal is to set up a file that will allow your reviewers to easily navigate your materials.
- We recommend the following folder structure, per the Collective Bargaining Agreement (CBA).



# MAIN FOLDERS FOR BOTH TT & NTT

Select Files in the General channel. Create two Main Folders using the list below as a template. Be sure to use the number so your folders stay in the correct order.

1. Candidate Materials
2. [This Year's] Recommendations

Example:

1. Candidate Materials
2. AY 2026-27 Recommendations



# RTP SUBFOLDERS

Click on Candidate Materials folder, then add the folders below. *Be sure to use the numbers so your folders stay in the correct order.*

1. CV, Narrative, TOC
2. Previous Recommendations and Initial Appointment Letter
3. Evidence of Effective Teaching
4. Evidence of Scholarship and/or Creative Activity
5. Evidence of Service

*If you are going up for promotion, also add this folder:*

6. External Reviews

# NTT EVALUATION SUBFOLDERS

Click on Candidate Materials folder, then add the folders below. Be sure to use the numbers so your folders stay in the correct order.

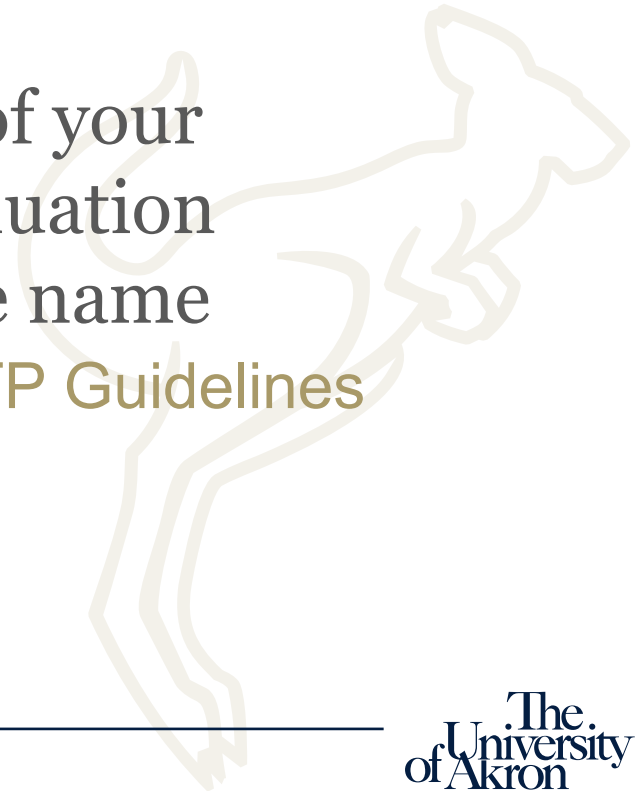
1. CV, Narrative, TOC
2. Previous Recommendations and Initial Appointment Letter
3. Evidence of Effective Teaching

Depending on the terms of your appointment and the nature of your work, you may also add these folders:

4. Evidence of Scholarship or Creative Activity
5. Evidence of Service

# FOLDER 1. CV, NARRATIVE, TOC

- Upload 3 files named
  - Curriculum Vita
  - Narrative Statement
  - Table of Contents
- Recommended: upload a copy of your academic unit RTP or NTT Evaluation guidelines, with appropriate file name
  - Example: English Department RTP Guidelines



# FOLDER 2. PREVIOUS RECOMMENDATIONS AND INITIAL APPOINTMENT LETTER

Create a subfolder for each academic year you've been reappointed, with final subfolder for the initial appointment letter. *Be sure to use letters when naming so files stay in the right order.*

Example:

- a. AY 2025-2026 Recommendations
- b. AY 2024-2025 Recommendations
- c. AY 2023-2024 Recommendations
- d. Initial Appointment Letter



# ORGANIZATION TIP

Rename recommendation letters by review level and year

Example:

- Committee letter 2025 – 2026
- Dept Chair letter 2025 - 2026
- Dean letter 2025 - 2026
- Provost letter 2025 - 2026



# FOLDER 3. EVIDENCE OF EFFECTIVE TEACHING

Create appropriate subfolders based on Article 13, Section 3.A(1) in [CBA](#) and your unit's RTP or NTT evaluation guidelines.

The CBA and academic unit RTP guidelines define activities that count as evidence of effective teaching. Using the same (or similar) language to name your subfolders will help your reviewers.

NOTE: don't create empty folders; select the types of evidence that apply to you.

# ORGANIZATION TIP

Combine PDFs of each year's course evaluations so your reviewers can scroll rather than through multiple classes quickly. Name your PDF according to year.

Example:

Course evaluations AY 2025 – 2026

Course evaluations AY 2024 – 2025

*\* Online course evaluations can be accessed and downloaded using link on Brightspace course navigation bar: Tools>Course Evaluation (Faculty Dashboard)*

# FOLDER 4. EVIDENCE OF SCHOLARSHIP OR CREATIVE ACTIVITY

Create appropriate subfolders based on Article 13, Section 3.A(2) in [CBA](#) and your unit's RTP guidelines.

The CBA and academic unit RTP guidelines define activities that count as evidence of scholarship or creative activity. Using the same (or similar) language to name your subfolders will help your reviewers.

This folder is required for TT faculty and for those NTT faculty whose appointment requires scholarship. Any NTT faculty *may* include this folder if they wish to include evidence of scholarly or creative activity.

# FOLDER 5. EVIDENCE OF SERVICE

Create appropriate subfolders based on Article 13, Section 3.A(3) in [CBA](#) and your unit's RTP guidelines.

The CBA and academic unit RTP guidelines define activities that count as evidence of professional, University, and community service. Using the same (or similar) language to name your subfolders will help your reviewers.

If your appointment includes administrative work, this is considered service. Include evidence in a subfolder here.

# ONLY FOR CANDIDATES APPLYING FOR PROMOTION

## **FOLDER 6. EXTERNAL REVIEWS**

- Your committee chair will add external review letters after you have submitted your file and left the Team.
- Because these letters are confidential, they will be removed from your file when it is returned to you at the end of the process.



# UPLOADING DOCUMENTS

- Drag and drop files into your folders and subfolders.
- You can rename files by clicking on three dots next to the name.
- **Organization Tip**  
Use clear, descriptive names for subfolders and files to reinforce your organizational structure.

# COMBINING FILES

You can merge PDF files using Adobe.  
[Instructions for merging.](#)



# SUBMITTING FILE

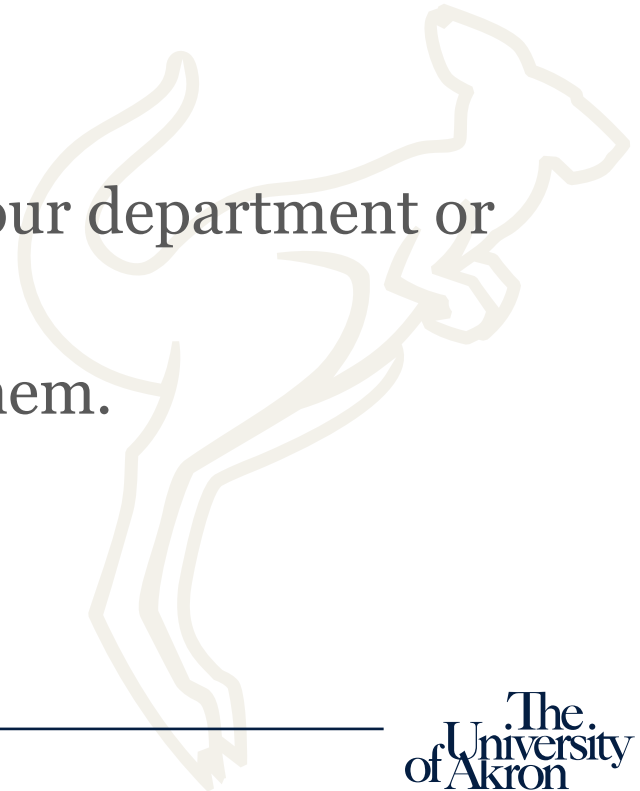
1. Add your Committee Chair to Team
2. Make your Committee Chair owner of Team
3. Leave the Team



# ADVICE: PREPARING FOR THE REVIEW PROCESS

## Take control of your own RTP or NTT Evaluation Process

- Know the criteria.
- Know the deadlines.
- Seek out advice from colleagues in your department or school.
- Set goals, and make a plan to meet them.

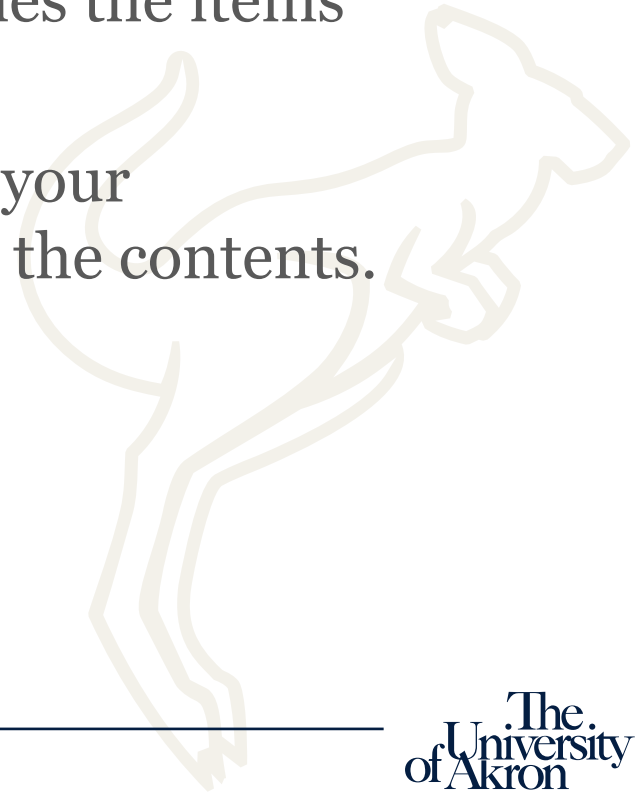


# Play close attention to previous recommendation letters.

- Carefully review all letters of recommendation. These letters provide guidance for your professional growth.
- If your reviewers identify areas that need attention or make a recommendation, *you should be taking action to address it.*
- In your narrative statement, you should explicitly address prior feedback. Point to evidence in your file that demonstrates you are making progress in the recommended areas.

# Organize your file carefully

- A disorganized file sets a bad tone for the review.
- Create folders that match the categories and language of the CBA and your unit guidelines.
- Create a Table of Contents that matches the items required to be in your file.
- Name folders and files so they reflect your organizational structure and describe the contents.



# Keep your audience in mind

- Many of your reviewers will not be experts in your discipline, so watch for jargon and any assumptions you may be making.
- Reviewers look for specific items at different levels of review, and you need to make sure they can easily find them
- Strive for conciseness and clarity.
- Use your narrative statement to “tell the story” of how your record matches the requirements. Be explicit in showing how you are meeting your unit’s specific criteria.

# NEED HELP?

Technical Assistance

IT Helpdesk x6888

Questions about CBA or process

Your department chair or school director

For information, resources, and policies

Office of Academic Affairs website/Faculty Affairs

