

**RPT CHECKLIST FOR
DEPARTMENT & PERSONNEL COMMITTEE HEADS**

I. Assemble the Initial File

- Candidate and Head assemble the RPT file together
- Head: ensure that candidate has all relevant documents
- Both review “Development of the RPT Document File” p. 2 checklist items b -- h
- Item d. For tenure/promotion to Associate Professor, be sure to include all A&Ds from initial hire. For promotion to Professor, include the past five years’ A&Ds.
- Item g. Include one and only one departmental RPT document. Which document to use needs to be in accord with the Statement on Grandfathering Modified RPT Standards for Tenured/Tenure-Track Faculty. *Note:* If you have more than one candidate, then in different departmental RPT documents may be used for the different candidates.
- FORMAT FOR THE RPT FILE**
 - Please use a 3-ring binder
 - Ensure that the binder is large enough to easily accommodate the materials
 - Please use tabs so that materials can be easily found
 - Each year’s A&Ds should be clipped together so that they can easily be identified (not just separated by colored pages)
 - Please do not use plastic sleeves

- The preferred order for the file is:
 - Summary form with the signatures
 - Recommendation of the Head
 - Recommendation of the Personnel Committee
 - Development of the RPT Document File pages
 - Items b-g of page 2 of the form above
 - Current vita
 - Self-assessment statements
 - Letters from peer reviewers, including a copy of the form letter sent to them, numbered, and put in a colored folder
- If you use a different order, please put the first four items listed above first.

II. Seeking External Peer Review Letters

- First and foremost, the candidate must sign the waiver forms, either waiving or not access to peer reviewer letters (see last page of the RPT P&P) or to internal reviews. Do not coerce the candidate to waive!!! Nor should you give advice as to the “correct” choice. The waiver is part of the file as part of item h. Do not solicit external peer review letters without a signed waiver form.
- Possible peer reviewer lists should be developed, one by the candidate, and one by the department head/personnel committee.
 - From the two lists select a group of at least three reviewers in a fair and impartial way – random is not necessarily either.
- The candidate should not have any involvement with the choice of reviewers beyond supplying their list.
- Please do not include reviewers from OSU.

- Please do not include the candidate's advisors, mentors, co-authors or co-investigators
- See p. 11 of P&P re: descriptions of reviewers, review letters etc.
- Please include reviewers only from peer or better institutions.
- Please include only reviewers with faculty rank at least that sought by the candidate.
- Provide the candidate with a copy of the template letter to the reviewers as well as a list of materials being sent to the reviewers. Also a copy should be included as part of item h.
- Peer review letters must be placed in a colored folder which should include the following:
 - A copy of the signed waiver (stapled to the outside of the folder)
 - A brief description of each reviewer, their credentials, and their relationship to the candidate.
 - The original peer review letters, which should be numbered
 - All peer review letters received

III. Preparing for the Personnel Committee Review

- Both Head and candidate review "Development of the RPT Document File" p. 2 bottom, checklist items a - c
- Ensure that the candidate's vita is well-organized.
- Ensure that the candidate's vita indicates clearly authorship, especially since the meaning of order of authorship varies dramatically by discipline.

- Ensure that the candidate's vita indicates clearly their role in grants as well as the portion of grant dollars attributable to their role in the grant
- Note to the candidate that this vita may be replaced with a more current version at the time of final departmental consideration (January)
- Candidate must sign the "Development of the RPT Document File" p. 3 top, checklist item d. before the file is reviewed by the Personnel Committee

IV. Initial Personnel Committee Review

- Personnel Committee may initiate review as soon as the candidate signs the form (see item immediately above).
- Personnel Committee may not formulate their final letter prior to receipt of the latest A&D (see below).
- The Personnel Committee is responsible for soliciting input from all departmental faculty via the mechanism specified in your RPT document.

V. Early A&D

- An early A&D for the full past calendar year needs to be performed in December or January.
- The early A&D may be disputed by the candidate as per P&P for A&Ds.
- This early A&D is not forwarded separately to the Dean for signature, but instead is added to the RPT document file without the Dean's signature.

VI. Personnel Committee Letter of Recommendation

- Once the A&D is received by the Personnel Committee, it should begin to formulate its letter of recommendation. The very latest vita should be obtained from the candidate and included in the RPT dossier.
- The letter must give the numerical vote of the Personnel Committee on their recommendation.
- If the vote is not unanimous, then all minority views must be included in the final letter.
- The letter needs to “make the case” for the audience, which are faculty not in the discipline.
- Do not refer to peer review letters by using the name of peer review or their institution, but only by number.
- A copy of the letter is given to the candidate at the time the original is given to the Department Head.
- Personnel Committee’s job is done after the cover page has been signed.

VII. Department Head

- If Personnel Committee’s letter is negative, allow the candidate to rebut in letter to the Head (contact Bruce Crauder in this event)
- Head needs to “make the case” for the audience, which are faculty not in the discipline.
- Head’s job is done after the cover page has been signed, copies of the letter delivered to the candidate and Personnel Committee, and the original RPT file delivered to the Dean’s Office.