

RPT COMPOSITION OF NON-TENURE TRACK DOSSIERS

There are three separate RPT templates, for research faculty, teaching faculty, and librarians. Your individual case in RPT will only include the sections that you need to complete based on your professional title. All template sections are described below, but please remember that no RPT case will include all these sections. Follow the naming conventions as indicated:

A. Candidate Information

Required: S&T NTT Candidate Information Form

B. Candidate's CV

Required: Upload your CV. FirstInitialLastName_CV

C. Research (applies to research-track faculty)

Required Materials

- Research Statement -- Self-Assessment. FirstInitialLastName_ResearchStatement
- OSP Grants and Expenditures. FirstInitialLastName_OSP
- Form A: Scholarly Work Published since date of initial employment at S&T or since last promotion. FirstInitialLastName_Publications
- List of Internal Grants (fillable form in RPT)

Optional Materials

- Form B: Graduate Faculty Related Activities Summary. FirstInitialLastName_GradFac

D. Teaching (applies to teaching-track faculty)

Required Materials

- Teaching Statement – Self Assessment. FirstInitialLastName_TeachingStatement
- Form C: Summary of SET. FirstInitialLastName_SET
- List of Internal Grants (fillable form in RPT)

Optional Materials

- OSP Grants and Expenditures. (reach out to facultyaffairs@mst.edu to request this report) FirstInitialLastName_OSP
- Form A: Scholarly Work Published since date of initial employment at S&T or since last promotion. FirstInitialLastName_Publications
- Peer Evaluation Reviews. FirstInitialLastName_PeerEval

E. Extension

Required: Form D: Extension Statement and Activities. FirstInitialLastName_Ext

F. Service

Required: Service Statement – Self Assessment. FirstInitialLastName_ServiceStatement

G. Professional Development Activities

Optional Materials

- Professional Development Activities List (up to 1 file) FirstInitialLastName_ProfDev

H. Supplementary Information

Required for some; see below for further instructions: Letters of Support.
FirstInitialLastName_LettersofSupport

Optional Materials: Publications: links to up to five publications (fillable form in RPT).

I. Verification of Accuracy

- Open RPT to attest that all submitted information is accurate.

Instructions: Please refer to the guidance below when completing each section of your dossier in RPT. Reach out to Faculty Affairs at with any questions.

A. Candidate Information

Answer each question carefully. Evaluators will refer to these answers when reviewing your application.

B. Candidate's Curriculum Vitae (CV)

The CV should represent the candidate's experience and contributions as accurately and completely as possible. Incomplete or potentially misleading information — even by omission — can weaken an otherwise strong case, as evaluators will consider both what is included and what is left out.

While no single format is required, the CV should include most of the following sections. Omit any that are not relevant to your position.

- **Name and Current Academic Address**
- **Academic Background**

List all degrees earned, including the department, institution, and dates of attendance. Include the title(s) of any thesis or dissertation and the name(s) of the advisor(s).

- **Work Experience**

Provide a complete employment history, including position titles, employer or industry, and dates of employment.

- **Scholarly Contributions**

Organization: Group contributions into clearly labeled categories: books, refereed journal articles, refereed conference papers, other publications, abstracted talks, invited lectures, and other scholarly contributions. List refereed conference papers separately from refereed archival (journal) papers.

Co-authored work: For all co-authored works, indicate the candidate's degree and nature of contribution.

Required citation information: All publications, refereed or otherwise, should include: author(s), title, journal name, volume, page numbers, and publication date. For book chapters, also include the editor's name, publisher, and publisher's location.

Each entry should contain enough information for the work to be easily located.

Presentations and oral contributions: Include the date, location, and sponsoring organization, with enough detail for an evaluator to verify the contribution.

Creative works: Exhibits, performances, or showings should be described in sufficient detail for evaluators to assess the scholarly or creative achievement.

- **Research Grants and Contracts**

List all grants and contracts received. For each, include the project title, funding agency, total dollar value, period of expenditure, and the candidate's specific role. As with co-authored publications, clearly describe the division of labor among investigators.

- **Teaching Experience**

List teaching positions by institution, including dates of service, general subject areas, and the academic level of courses taught. Detailed descriptions should be omitted from the CV and submitted as supplementary material if needed.

- **Department and University Service**

List committee memberships and special responsibilities, including dates of service.

- **Professional Service and Society Memberships**

List memberships in professional organizations, including any offices held and dates of service.

- **Additional Items**

Other relevant information may be included at the candidate's discretion. Any addition should be evaluated for whether it strengthens the overall picture of the faculty member's performance. Candidates are strongly encouraged to review their CV with their department chair and other mentors before submission.

C. Research (for faculty with a research assignment)

Research Statement – Self Assessment. This section allows candidates to provide a substantive, critical self-assessment of their scholarly and research accomplishments. Rather than cataloguing all contributions exhaustively, candidates should focus on a representative selection of their most significant work — discussing its significance, coherence, impact, and trajectory.

The assessment should also address the following:

- **Research philosophy.** Candidates are encouraged to articulate the intellectual framework guiding their research.
- **Innovative contributions.** Candidates should identify what is original or distinctive about their work.
- **Broader research context.** Candidates should situate their work within its broader research context. When relevant, candidates may discuss how shifts in funding priorities or changes in external support have shaped their research and demonstrate their initiative, adaptability, and sustained commitment to scholarly productivity.
- **Future directions.** Candidates should outline their plans for continued scholarly activity.

The ability to evaluate one's own work thoughtfully and accurately — recognizing its strengths, limitations, and place within the field — is itself a mark of professional judgment and intellectual leadership.

Along with the Research Statement—Self Assessment, research-active faculty must complete and upload Form A, which lists published works. Note: Actual publications are not included in the dossier, but you may include hyperlinks to up to five publications in the Supplemental Information section (Section H; see instructions below). The research section of the dossier also includes a completed sponsored research activities report since last promotion and a report from the Vice Chancellor for Research and Innovation regarding research expenditures. These documents are generated by the Office of Sponsored Programs and are sent to the candidate from the Office of Faculty Affairs to be reviewed before being uploaded into RPT.

The candidate may choose to add information about grants submitted but not received onto the OSP Grants and Expenditures Report. If choosing this option, please include the title, name of the PI and CO-PI, percent of effort, name of the funding agency, and total direct cost. The candidate should also complete and upload the optional Form B (Graduate Faculty Related Activities Summary), if there are graduate activities to report. Finally, the candidate must enter information about any internal grants received; a fillable form opens up in RPT. If no internal grants were received, select “no” for the first question.

RPT Actions for Section C:

Upload the following:

- I. Research Statement -- Self-Assessment (Required)
- II. OSP Grants and Expenditures (Required)
- III. Form A: Scholarly Work Published (Required)
- IV. List of Internal Grants (fillable form in RPT) (Required)

V. Form B: Graduate Faculty Related Activities Summary (Optional)

D. Teaching (for faculty with a teaching assignment)

Teaching Statement – Self Assessment: This section allows candidates to present a rich, multidimensional picture of their teaching effectiveness. Student evaluation scores (SETs) are one data point among many, and candidates are encouraged to draw on a wide range of evidence to illustrate the quality and impact of their teaching.

The self-assessment should include a discussion of teaching philosophy: the values, principles, and approaches that guide the candidate’s teaching. This document might also include reflections on teaching techniques, methods, and goals; a discussion of how one’s teaching has evolved over time; and/or descriptions of challenges encountered and adjustments made in response. Candidates should discuss their SET scores in context rather than reporting them in isolation. This includes interpreting trends over time, explaining differences across courses or course levels, and describing how student feedback has informed adjustments to their teaching. Candidates should highlight any new courses designed or existing courses that have been substantially revised. Candidates should include evidence of teaching effectiveness, which might include student feedback, evidence of student success, curricular and pedagogical contributions (*i.e.*, development of new instructional materials, adoption of innovative or evidence-based teaching methods, integration of research or real-world problems into coursework, publications or presentations in education journals or pedagogy conferences, grants received to support teaching innovation or curriculum development); evidence of student engagement and mentorship, and/or recognition and external validation (*i.e.*, teaching awards/nominations, invitations to share teaching expertise at workshops or conferences, adoptions of course materials or approaches by others). You may discuss your teaching-related accomplishments since your initial appointment at S&T or since your last promotion.

Form C: Summary of SET: Include information for each course taught or team-taught since your initial S&T appointment or since your last promotion (for a maximum of five years).

RPT Actions for Section D:

Upload the following:

- Teaching Statement – Self Assessment (required)
- Form C: Summary of SET (required)
- List of Internal Grants (fillable form in RPT) (required; if none, indicate in the form)
- OSP Grants and Expenditures (optional; if you have received external grants, reach out to facultyaffairs@mst.edu to request this report)
- Form A: Scholarly Work Published since date of initial employment at S&T or since last promotion (optional)
- Peer Evaluation Reviews (optional): Peer reviews may be conducted by colleagues within or outside your department, or by the Peer Evaluation of Teaching (PET) program. Peer teaching evaluations typically involve class visit(s), reviews of teaching materials, and often conversations between the reviewer and the candidate. Peer reviews are valuable additions to the dossiers of both assistant and associate

professors going up for promotion. For candidates for Professor, only include peer evaluation reviews conducted since the last promotion. Combine all peer evaluation reviews into a single document before uploading.

E. Extension

If your workload includes activities associated with UM System Extension, use this section to describe those activities and your accomplishments/contributions to Extension and Continuing Education. If you have no Extension activities, fill out Form D by clicking the box next to “I have no extension activities to report.”

RPT Actions for Section E:

Upload the following:

- I. Form D: Extension Statement and Activities (required)

F. Service

Service Statement – Self Assessment: This section should include a self-assessment of the candidate's service contributions at the department, college, university, system, and professional/disciplinary levels. The document should offer a reflective account of the level and quality of the candidate's engagement in these service activities. Candidates should go beyond listing committee memberships and other activities to describe what they contributed. Where a candidate played a significant role — drafting a report, leading a working group, designing a survey, or otherwise shaping an outcome — that contribution should be documented and discussed in concrete terms.

RPT Actions for Section F:

Upload the following:

- I. Service Statement - Self Assessment (required)

G. Professional Development Activities

Share information about activities you've engaged in to enhance your professional development, including workshops, seminars, conferences, and other related opportunities hosted on- or off-campus.

RPT Actions for Section G:

Upload the following:

- I. Professional Development Activities (optional)

H. Supplementary Information

This section asks for links to up to five publications (optional) as well as a single document combining your letters of support. For non-tenure track (NTT) promotions, external letters are required when moving from associate to full professor. Letters are not always required for promotion from assistant to associate professor, so candidates should carefully read their department's NTT promotion policy. Letters of support from former advisors, collaborators, and colleagues may be included in this section. A page should be included indicating the conditions under which letters of support were received, *i.e.*, whether they were solicited by an independent third party, solicited by the candidate, or received unsolicited. All letters of support must indicate the letter writer's title and the relationship of the letter writer to the candidate, *i.e.*, colleague, collaborator, administrator, student, former student, etc.

RPT Actions for Section H:

Upload the following:

- I. Links to up to five publications (optional; this fillable form opens in RPT)
- II. One document including all letters of support

I. Verification of Accuracy

- Open RPT to attest that all submitted information is accurate.

Form A

Scholarly Work Published Since First Employment at S&T or since last promotion for a maximum of five years

If there are publications with multiple authors, publication references should appear with authors listed in the order that they appear in the journal. Additional information about authors and contributors may also be indicated (e.g., undergraduate student contributor, graduate student contributor, etc.). At the end of the citations for each publication with multiple authors, describe the candidate's contribution to the work in terms other than percent of effort.

Please complete each section listing the appropriate publications that have been accepted or published while the candidate (underline candidate's name in each publication) has been at Missouri S&T or since last promotion for a maximum of five years. Use the following superscripts:

- 1 - Corresponding Author
- 2 - Student
- 3 - Former Advisor is Author
- 4 - Other Faculty/Post Docs

Status: Add (in press) at the end of the full citation.

Note: Do not include actual publications in this section; up to five publications can be included in a Supplemental Dossier saved as a single pdf file.

Refereed Journal Articles:

1. Lennon², J.; McCartney¹, P.; Starr³, R.; and Harrison⁴, G. *A Hard Day's Night*. Apple Recording Company, 1964.
2. McCartney¹, P and Starr³, R. *And now we are in our seventies*. Unknown Recording Company, 2018 (in press).

Add numbers as needed **Books**

- 1.
- 2.

Add numbers as needed

Conference Proceedings (Only list those presentations not accompanied by a conference publication):

- 1.
- 2.
- 3.

Add numbers as needed **Book Chapters:**

- 1.
- 2.

Add numbers as needed **Other Creative Activities**

- 1.
- 2.

OSP Grants and Expenditures
SPONSORED RESEARCH ACTIVITIES
LATEST FIVE YEAR SUMMARY

NAME: _____

College Committee: _____

DEPARTMENT: _____

GRANTS

FISCAL YEAR*

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Total Awarded (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____
Shared Credit (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____
Total Expended (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____
Shared Credit (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____

* Note: Fiscal year is defined as July 1 through June 30. For example, FY 2019 is from July 1, 2018 through June 30, 2019. Please note in the spaces below information for any grants obtained in FY 2020 (awarded, shared credit and expended since July 1, 2019).

Awarded: (\$) _____ Shared Credit (\$): _____ Expended (\$): _____

PROPOSALS

Fiscal Year 2020 Proposals**

Pending: Number: _____ Dollar Amount: _____ Shared Credit (\$): _____

Accepted: Number: _____ Dollar Amount: _____ Shared Credit (\$): _____

** If appropriate, on an attached sheet, report the number, dollar amount and shared credit for any pending or accepted proposals from earlier fiscal years that have not yet been awarded.

CANDIDATE NAME: _____

Summary of Grant Activities

Grants and Contracts information was provided by Office of Sponsored Programs. The candidate will be asked to verify the information prior to submission of the dossier to the department chair.

Sponsor	Project Title	AWARDED (Total Direct and Indirect)	TOTAL EXPENSE FOR PROJECT	EXPENDITURES FOR CANDIDATE (Total Direct and Indirect)	Start Date	End Date	PI or CO-PI	% of Shared Credit	Project PI
FY18									
TOTAL FOR FY18		\$0.00	\$0.00	\$0.00					
FY19									
TOTAL FOR FY19		\$0.00	\$0.00	\$0.00					
FY20									
TOTAL FOR FY20		\$0.00	\$0.00	\$0.00					
FY21									
TOTAL FOR FY21		\$0.00	\$0.00	\$0.00					
FY22									
TOTAL FOR FY22									
TOTAL AWARDED:									

*Awarded in Prior Year

Form B

Graduate Faculty Related Activities Summary

NAME: _____

COLLEGE: _____

DEPARTMENT: _____

INITIAL MEMBERSHIP DATES:

General Faculty: _____

Graduate Faculty: _____

ACADEMIC YEAR*

**Include information since your date of initial employment at S&T or since last promotion
for a maximum of five years**

Year	# M.S. students advised	# Ph.D. students advised	# M.S. degrees completed - advisor	# Ph.D. degrees completed - advisor	5000 level* courses taught	SCH	6000 level* course taught	SCH

* Do not list 5000, 5001, 5099, 6000, 6001 or 6099.

EXTENSION ACTIVITIES

The completed Form D is a listing of the last five years of extension and public service activities. It should include teaching short courses, research done through Continuing Education, the details of technology transfer efforts, and similar Continuing Education activities. The Department Chair or Associate Provost for Faculty Affairs can provide guidance regarding appropriate information to include in this section.

If no extension activities are reported, the candidate should check the appropriate box, sign and date the form and include it in the dossier.

Form D

FACULTY EXTENSION AND CONTINUING EDUCATION ACTIVITIES FIVE YEAR SUMMARY

I have no extension activities to report.

Faculty Member's Signature

Date

Credit Courses:	Year	Course Name	%FTE
	_____	_____	_____
	_____	_____	_____

Short Courses and Conferences:	Year	Name of Short Course or Conference	%FTE
	_____	_____	_____
	_____	_____	_____

Problem Solving:	Year	Nature of Problem	Hours Spent
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Grants:	Year	Amount Awarded	Grantor
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Publications:
