

RTP Reappointment and Promotion MS Team Creation Instructions



Step 1: Create your Team, or locate the one you used previously.

If you have an RTP Team from last year, you can use it again and skip to Step 5.

If you need to create a new Team then click [here](#) to learn the basics of creating a MS Team.

- When prompted to select a Team type, select “Other.”
- Name your Team with the following convention: RTP - Firstname Lastname.
- You may leave the description part blank.
- Select “Private – Only team owners can add member” as the Privacy setting.

Step 2: Create main folders.

Select Files in the General channel. Create the following 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 Files
2. [This Year’s] Recommendations (example: AY 2022-2023 Recommendations)

Step 3: Create subfolders for Candidate Files.

Refer to Article 13, Section 3 in [CBA](#) as you create your candidate files.

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

1. CV, Narrative, TOC

Upload 3 files named: Curriculum Vita, Narrative Statement, Table of Contents
Recommended: upload a copy of your relevant unit RTP guidelines

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. Example:

- a. AY 2020-2021 Recommendations
- b. AY 2019-2020 Recommendations
- c. AY 2018-2019 Recommendations
- d. Initial Appointment Letter

3. Teaching

Create appropriate subfolders: see [CBA](#) and unit guidelines

4. Research and Scholarly activity

Create appropriate subfolders: see [CBA](#) and unit guidelines

5. Service

Create appropriate subfolders: see [CBA](#) and unit guidelines. If your unit guidelines identify administration as a separate category, include an administration subfolder in the service folder.

If you are a candidate for promotion, create an additional folder: **6. External Reviews**. Your committee chair will add these letters after you have submitted your file and left the Team.

Any file additions after the deadline for submission must follow Article 13, Section 3.B.2.c. You must work with your RTP Committee Chair to make these additions. You may *not* have access to your Team if external review letters have been uploaded.

Step 5: Add your files to the relevant folders.

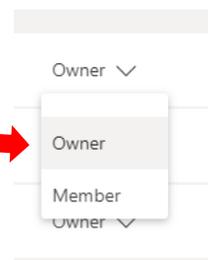
Drag and drop files into folders.

- Strive to create a well-organized, ease-to-navigate candidate file.
- Once you’ve uploaded a file, you can rename by clicking on the three dots after the file name. Use descriptive names for clarity.
- For ease of reviewer navigation, you may want to combine related documents/PDFs into a single PDF. If you’re working with hard copies, you can scan using your department/school copier. You can also merge PDF files using Adobe, which is supported by UA and available to you as a faculty member. Once you’ve downloaded Adobe, here are [instructions for merging](#).
- Recommendations:
 - Rename recommendation letters by review level and year (example: Committee letter 2020, Dept Chair letter 2020, Dean letter 2020, Provost letter 2021)
 - Organize course evaluations by year and name accordingly (example: Course evaluations AY 20 – 21). Combine PDFs of course evaluations by year so your reviewers have fewer clicks.

Step 6: Add your Committee Chair to the Team.

Click [here](#) for more information on how to do that.

Step 7: Make your Committee Chair owner of the Team.



Step 8: Leave the Team.

