Additional Material Process

The Department Chair and DPC are not involved in the decision to allow additional material. A faculty member may submit additional material to the RTP portfolio after it has been declared “complete” by the Department Chair; however, this action must be approved by the Faculty Personnel Committee (FPC). The following is taken directly from UPS 210.000 III.,B.,6.,b.:

b. if material that documents a substantial change in the status of an activity referenced in one of the narrative summaries of the Portfolio becomes available after the Portfolio is declared complete, this material may be added with permission from the Faculty Personnel Committee. Before consideration at subsequent levels of review, material added to the Portfolio and Appendices shall be returned for review, evaluation, and comment by all previous levels.

Here is an example scenario of how additional material is handled:
The faculty member writes a cover letter/memo addressed to the FPC Chair (in the care of FAR) requesting that attached materials be added to his/her RTP portfolio. The memo should include an explanation of why the material is late and indicate that there is reference to the material in the appropriate area of review narrative. (It is suggested that copies of the appropriate narrative and CV be attached to the memo request)

• The faculty’s request and materials are received by FAR and forwarded to the FPC Chair.
• The FPC chair notifies FAR whether the material may be added to the faculty member’s RTP portfolio.
• If the request is denied, the FPC’s explanation of denial and the material is given to FAR to return to the faculty member.
• If the request is approved, FAR (or the Dean or Department Chair, depending on where the portfolio is at the time) will place the materials into the faculty member’s RTP portfolio.
  o An “Additional Materials” form will be generated by FAR. Copies of the materials will be attached to this form and sent to the prior levels of review. The material is to be evaluated and the Additional Materials Form must be signed.
  o Prior levels of review will sign the Additional Materials form to indicate whether their recommendation has either changed or been reconfirmed.
  o There is no need for prior review levels to re-write their evaluation and recommendation. However, if the recommendation has changed from positive to negative action a memo or letter of explanation should be attached to the Additional Materials form.
  o When the Additional Materials form has been signed by all prior review levels, it is placed into the faculty member’s RTP portfolio in front of the most recent reviewer recommendation.
• The faculty member’s RTP portfolio then moves to the next level of review.