DEMYSTIFYING THE ARRT PROCESS

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Thanks to Kim Eherenman (slides modified from her 2009 CEE presentation)

We will start with the chart…

- **Biennial Review Schedule of ARRT Committee Reappointment and Tenure Reviews:**

- Under the biennial system, ARRT reviews of non-tenured faculty would take place as follows:
- (R = reappointment review; T = tenure review):
- Year at USD
- Years Credited Toward- -

Tenure When Hired	1st	2nd*	3rd	4th	5th	6th
0	-	R/-	-	R	-	T
1	-	R/-	R	-	T	
2	-	R/-	R	T		
3	R	-/R	T			

- In all cases there would be at least two ARRT Committee reappointment reviews before the tenure review.

- *[Please note: Translated, this chart means that if you are a tenure-track faculty member without any years credited toward tenure when you begin your career at USD, you will have a full review in your second, fourth, and sixth years. Your sixth year is your tenure review year. During the hyphenated years, the members of your department will vote to recommend, or not recommend, your reappointment.]*

The four (A)RRT criteria...

- Teaching

- Research, creative work, and professional activity

- University and public service

- Support of USD's mission
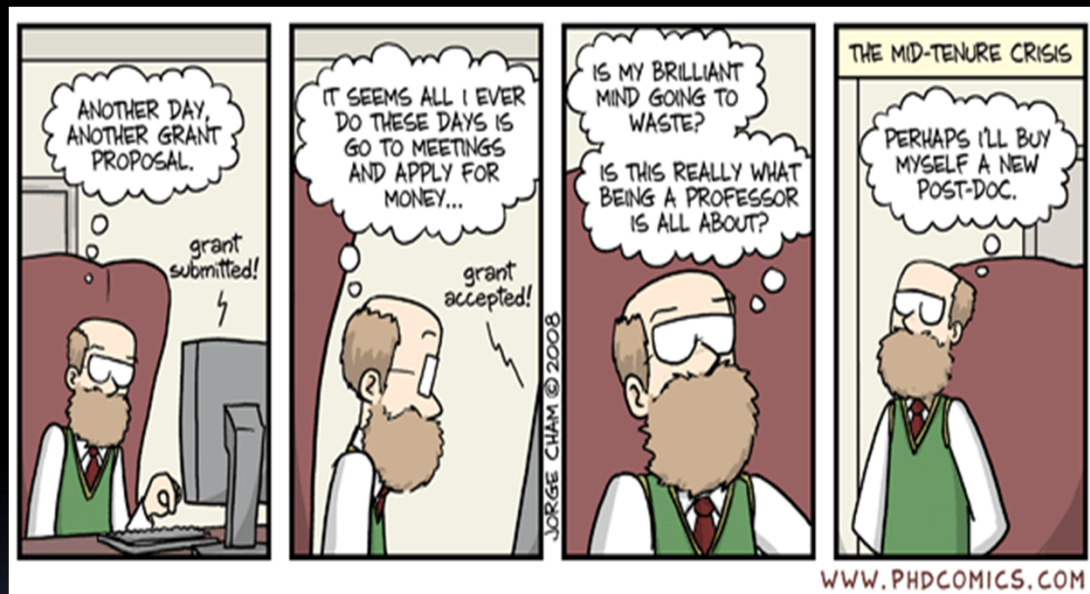
Addressing Challenges:

- "Bad" teaching evaluations
    - negative comments
    - high grades/low hours
- Rejected Research/Grants
    - slow review process
- Not elected to standing committees

Triggered Review

- Address challenges in a reflective manner
- Respond to suggestions in RRT letter
- Explain ways you specifically made changes
- Attend faculty development workshops and explain how you incorporated information
- Have on-going conversations about progress with members of your department

The infamous binder…
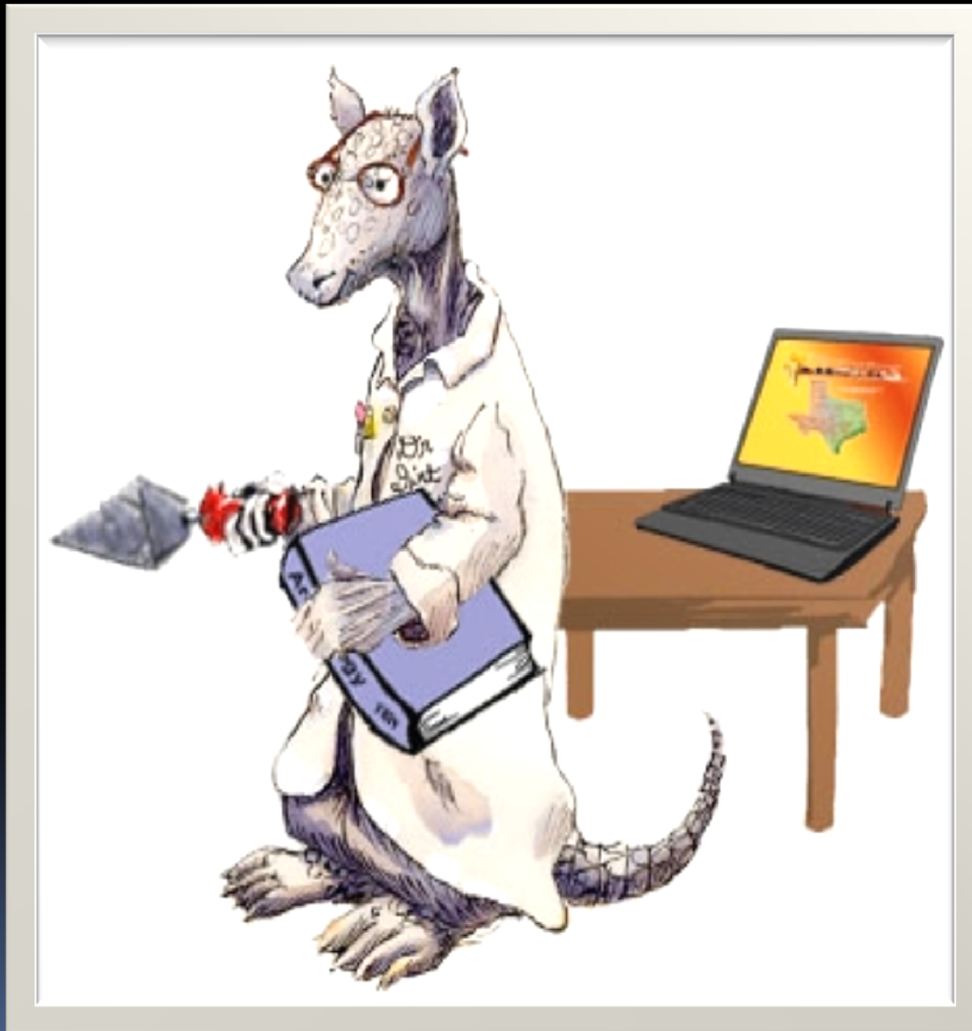
Includes….

- Vita
- Self-evaluation
- Chair's letter
- Peer summary letter
- Peer letters
- External letters (not required)
- Record of courses taught
- Sample of professional work
- Sample of course materials
- Student evaluations
- Grade distributions
- Other pertinent information

Top Ten Tips for RRT Success

1. Terror is normal.

2. Demonstrate some accomplishment in every criterion, then play to your strengths.

3. Use your department as a benchmark.

4. Explain norms of your discipline in your self-evaluation.

5. Respond to patterns in course evaluations, not to every outlier.

6. Don't fake it.

7. Don't brag, but don't be too humble.

8. Organize your file clearly.

9. Proofread!

10. The RRT Committee is not out to get you.

The binder's journey...

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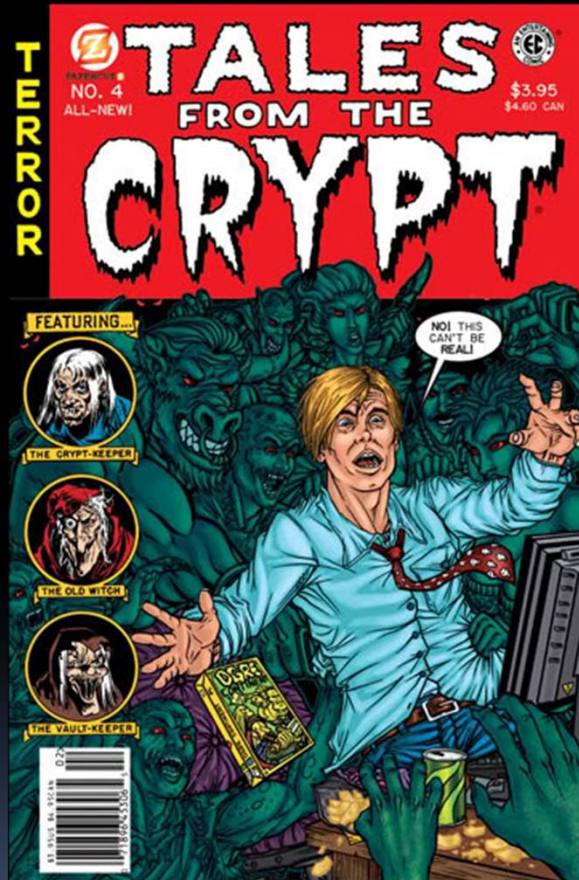
- SARRTR
- The Department
- The Dean
- "The **CRYPT**"
- The Committee Meeting
- The ARRT Feedback Letter
- The "Blue Binder"
- The President's Letter

When you will hear back…

* Chair's letter
* Peer summary letter
* Dean's letter

* President's letter
* ARRT Committee
  feedback letter

When the shoe is on the other foot…

Writing the peer letter

- Cover all four (A)RRT criteria
- Ask your chair about classroom visitation
- Read the candidate's file thoroughly, including student evaluations
- Make sure your letter is an accurate and in-depth assessment of the candidate's performance
- Get your peer letter to your chair on time!

And remember…

We are grateful for your expertise and contributions to the University.

We want you to succeed!