# Templates

# What is a template?

A template is a **form or pattern** that can be used to efficiently and reliably generate products of the same size and shape.

You can be reasonably confident that a star-shaped cookie cutter (template) will reliably produce star-shaped cookies.

# What is a template?

An RPT template is no different.

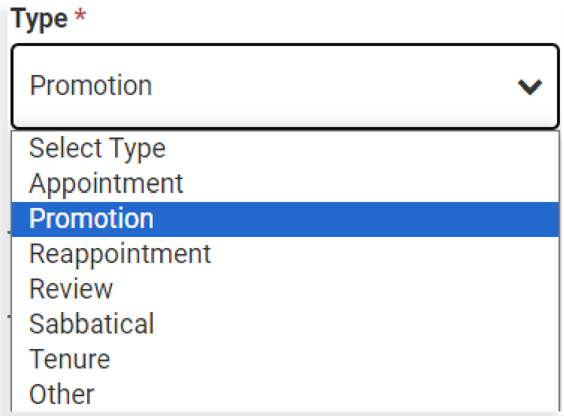
It specifies what documents/forms are required, how information will be organized, how information will flow and to whom.

Like the cookie cutter, **it sets the general specifications** that will be uniformly applied to all cases created using that template.

# RPT template overview

**RPT has a general list of template categories** it calls ‘template types’.

UW’s formal promotion/tenure review process for faculty and librarians will use the **Promotion** type, even in tenure-only cases.




This type should not be used for any other UW process.

**The PROMOTION template type is reserved for UW’s formal promotion/tenure process.**

# RPT template overview

An RPT template has three general components:

**Candidate Requirements -** Candidate information subject to evaluation; could be documents/forms submitted by the candidate (e.g., CV) or by the unit (e.g., peer teaching evals).

**Internal Case Sections -** A filing system where documents generated during the evaluation process are organized for reviewers; for instance, a section for external evaluations, a section for internal reports, etc.

**Case Review Steps –** The sequence of actions a case goes through in order to move completely through the review process.

# Foundational template

UW created a basic RPT template which sets up these components to reflect institutional requirements and the provost's expectations.

It is called the **foundational template,** and it serves as the cornerstone for UW's P&T workflows and cases.

Schools/Colleges/Campuses (SCCs) will clone the foundational template and be able to add to it.

# Cloning a template

You should **use caution** when cloning a template:

- If the foundational template ever changes, all clones will need to be revised or recreated; so **only add content that you feel is necessary**
- SCCs will clone the foundational template; they can add to it, but **should not** delete/alter what is already there
- Deleting/altering foundational template content could result in cases being **out of compliance** with UW policy – which means you might have to start over
- SCCs will decide whether to permit their units to clone the SCC clone and add even more to it; units within an SCC should **check in with their dean/chancellor's office first** before cloning anything in RPT

# Candidate Requirements

# The Candidate Packet

The collection of materials submitted by or on behalf of the candidate is called the **candidate packet**.

These materials – which could be a documents and/or forms – must be loaded by the candidate or department admin before the case can move forward.

The foundational template has set the **candidate packet requirements** to include:

- CV
- Self-assessment
- Teaching evaluations
- Peer teaching evaluations
- External reviewer nomination form
- Unit's promotion and/or tenure criteria

# Altering candidate requirements

In the case of **research track faculty**, the foundational template's teaching-related document requirements **might not apply**.

OAP will provide guidance on their website as to how to change this requirement to optional for **each research track case** (not on the template).

Some SCCs or departments may have requirements beyond those set up on the foundational template. SCCs or departments **can add**:

- A document requirement
- A form requirement, after creating a candidate form in the Administration section of RPT*

*See Required Forms section of this deck for guidance

# How to add a candidate requirement

1. Navigate to the Template Summary page
2. Select **Candidate Requirements** from the Creating a Template box on the right-hand side
3. Scroll down to the Candidate Materials section and click the **Add Requirement** button
4. Select the **Document** tab at the top of the window
   (See **Required Forms** section in this slide deck for guidance on how to add a required candidate form)
5. Name the document and add a description
6. If the document is required, select the **Required** radio button; otherwise, select **Optional**
7. In the **At Least** filed; indicate a minimum number of documents that must be provided
8. Select the **No More Than** radio button and enter the maximum number of documents permitted; otherwise, select the **No Limit** radio button
9. Click **Save**

# Case Review Steps

# Case review steps

A **case review step** is a required action or set of actions that need to be completed by a committee or individual user.

The action doesn't necessarily have to produce a document; the action could just be a directive to "review the case".

Examples of case review steps include:

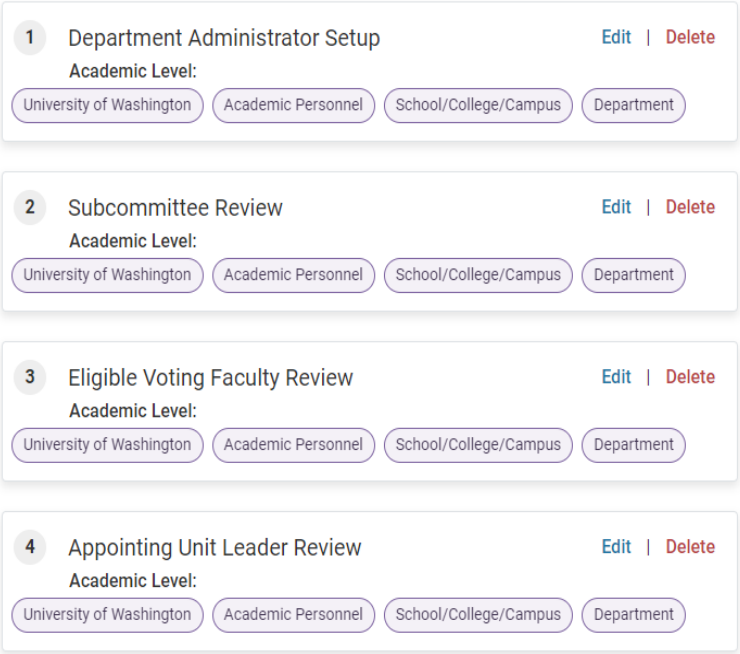
- Subcommittee review
- Eligible Voting Faculty Review
- Chair or Dean Review
- Department Administrator sign-off

# Case review steps

Here's a sample of what case steps look like in the foundational template.

Each step can have its own instructions, committee, and document/form requirements.

**Caution**: the Edit and Delete options are very close together, so it is very easy to delete information.



# Case review step details

Each case review step has five tabs:

| Manage Members | Instructions | Required Documents | Required Forms | Settings |
|---|---|---|---|---|
| Specifies who is involved in the step | Describes what must be done and how to do it | Lists and describes what **document(s)** must be produced | Lists/describes what **form(s)** must be completed | Identifies whether the committee on the step has the last action |

# Manage Members

This tab is where you will see what type of committee is associated with the step.

| Manage Members | Instructions | Required Documents | Required Forms | Settings |
|---|---|---|---|---|
| Specifies who is involved in the step | Describes what must be done and how to do it | Lists and describes what **document(s)** must be produced | Lists/describes what **form(s)** must be completed | Identifies whether the committee on the step has the last action |

# Manage Members

RPT refers to members on a step as a 'committee'. There are three types:

**Manage Members**

Specifies who is involved in the step

- **Standing committee**
  A static group that will review all cases or types of cases within the unit; membership usually doesn't change based on the candidate's track, rank, or discipline
- **Ad-hoc committee**
  A group whose membership might vary based on the candidate's track, rank, discipline, etc
- **Individual user**
  A committee of one person

# Manage Members

Considerations when creating/managing committees:

**Manage Members**

Specifies who is involved in the step

- Members must be in the RPT system before being assigned to a committee
- Standing committees must be built in RPT before being attached to a template
- Committee members have access to view the case, but **do not** have access to upload a document, complete a form, or move a case forward
- A committee attached to a template is automatically attached to all cases created from that template; if the committee membership is updated in Users & Groups, it updates membership on all cases with that committee
- Explore Interfolio's Creating and Managing Committees to learn more

# Standing committees

Since a standing committee's membership isn't likely to change based on the track, rank, or discipline of the candidate, attaching that committee **to the template** may reduce administrative work. Use cases might include:

**Standing committee options to attach to the college-/campus-level template**:

- College/campus level P&T committee (called the SCC Review Committee in RPT)
- Dean/chancellor (called the SCC Leader in RPT)

**Standing committee options to attach to the department-level template**:

- Chair/campus dean (called the Appointing Unit Leader in RPT)

You aren't required to attach a committee at the template level; you can always attach committees at the case level.

# Case review step – academic levels

Each case review step is assigned an **academic level**. This controls administrator access at each step.

Committees can only see the case when it is at their assigned step, but the foundational template allows department and SCC admins to have access until it moves out of the dean/chancellor's office.

| UW's academic levels |
|---|
| **LEVEL 1:** UW (provost) |
| **LEVEL 2:** Office of Academic Personnel |
| **LEVEL 3:** School/College/Campus |
| **LEVEL 4:** Unit within college/campus |

**Do not change/remove academic levels from the foundational template; if adding a case review step, always include higher levels in the hierarchy**

# Adding/removing a case review step

The foundational template reflects **all institutionally required case review steps**.

The **only instance** when a case review step should be removed is when a subcommittee is not required by policy and won't be used by the department.

In this circumstance, the OAP website will guide the administrator on how to remove the step **from the case** (not the template).

If the SCC or department wants to **add a case review step**, they may do so.

# How to add a case review step

1. Navigate to the Template Summary page
2. Select **Case Review Steps** from the Creating a Template box on the right-hand side
3. Select **Add a Step** and enter:
   a. Step Name
   b. Due date – if desired
   c. Reviewer information
   d. Academic Level (always include higher academic levels)
4. Click **Save**
5. The new step appears at the bottom of the step list. To move it, click the **Additional Options** button at the top of the page and select **Reorder**.
6. Drag and drop the new step to where it belongs in the Case Step order and click **Done** at the top of the window.
7. Scroll to the bottom of the list and click **Continue.**

# Instructions

# Instructions

The second tab on a case review step is where you will find/add instructions.

| Manage Members | Instructions | Required Documents | Required Forms | Settings |
| --- | --- | --- | --- | --- |
| Specifies who is involved in the step | Describes what must be done and how to do it | Lists and describes what **document(s)** must be produced | Lists/describes what **form(s)** must be completed | Identifies whether the committee on the step has the last action |

# Instructions

Considerations when creating/adding to instructions:

**Instructions**

Describes what must be done and how to do it

- The foundational template includes instructions for institutionally required steps
- Units can add to but should not alter or delete instructions that came over when they cloned the template
- When augmenting instructions that were already in place on the template, units should use italics within brackets and begin with a unit acronym so they can be easily identified as local vs. institutional instructions; for example: [*ENV instructions - Do this.*]
- If a unit adds a new case review step, the Instructions tab will be blank until the unit adds instructions

# How to add instructions to a new step

1. Navigate to the Template Summary page
2. Select **Case Review Steps** from the Creating a Template box on the right-hand side
3. Go to the new step you just created and click **Edit** in the top right corner of the step box
4. Go to the **Reviewer** section that will need the instruction; click the **Instructions** tab
5. Click the **Edit Instructions** button
6. Add an instruction, click **Save** and then the **Return to Case Review Steps** button.

# How to add to existing instructions

1. Navigate to the Template Summary page
2. Select **Case Review Steps** from the Creating a Template box on the right-hand side
3. Go to a foundational template step, and click **Edit** in the top right corner of the step box
4. Select a reviewer and click on the **Instructions** tab
5. At the bottom of existing instructions, click **Edit Instructions**; add instructions in italics within brackets and starting with your unit acronym (e.g., "[*SOM instructions – Do this*]"
6. Click **Save** and then the **Return to Case Review Steps** button.

# Required Documents

# Required Documents

The third tab on a case review step is where you will find/add document requirements.

| Manage Members | Instructions | Required Documents | Required Forms | Settings |
|---|---|---|---|---|
| Specifies who is involved in the step | Describes what must be done and how to do it | Lists and describes what **document(s)** must be produced | Lists/describes what **form(s)** must be completed | Identifies whether the committee on the step has the last action |

# Required Documents

Considerations when setting up required documents:

**Required Documents**

Lists and describes what **document(s)** must be produced

- A required document **must be uploaded** before a case can move forward
- Candidates have required documents (e.g., CV).; reviewers can have required documents (e.g., report, external letter).
- The foundational template already set document requirements for case steps that are required by the institution
- Units can **add to but should not alter or delete** required documents that came over when they cloned the template
- A document description can be added to help members understand what it is and what might be expected

# Required Documents

Document descriptions are **visible to reviewers,** so it is a great way to:

- Reference a policy
- Raise awareness as to who will view the document
- Reinforce unit standards or expectations
- Share best practices

Currently, Interfolio **does not** support hyperlinks in document descriptions. Links should be included in the Instructions tab instead.

# How to add a required document

1. Navigate to the Template Summary page
2. Select **Case Review Steps** from the Creating a Template box on the right-hand side
3. Go to the new step you just created and click **Edit** in the top right corner of the step box
4. Find the **Reviewer** section that will need the instruction; just above the horizontal line in the Reviewers box, click the **Required Documents** tab
5. Click the **Add Required Document** button
6. Enter a name for the document; enter a short description
7. Click **Add;** you should see the new requirement on the step
8. Click **Return to Case Review Steps**

# Optional Documents

A **required document** on a step is one that must be loaded for the case to move forward. The submission goes into a predetermine section of the case.

On the **candidate side**, you have the ability to make something optional.

When adding a requirement for the candidate, RPT will prompt you to choose whether that 'requirement' is **optional**.

If the setting is optional and the candidate chooses not to load that optional document, **the case can still move forward.**

# Optional Documents

While you can make a document optional for a candidate, **there is no such structure for an optional document on a case step.**

Document requirements associated with a given step will **always be required** before the case can move forward.

If you want a committee to be able to load something that isn't required:

- Use the step instructions to direct the committee to upload an optional document to a specific Internal Case Section; all cases will then have those instructions
- Communicate outside of RPT to guide a committee(s) to load to a specific Internal Case Section

# Required Forms

# Required Forms

The fourth tab on a case review step is where you will find/add form requirements.

| Manage Members | Instructions | Required Documents | Required Forms | Settings |
|---|---|---|---|---|
| Specifies who is involved in the step | Describes what must be done and how to do it | Lists and describes what **document(s)** must be produced | Lists/describes what **form(s)** must be completed | Identifies whether the committee on the step has the last action |

# Required Forms

Considerations when setting up required forms:

**Required Forms**

Lists/describes what **form(s)** must be completed

- Required forms need to be completed **before** a case can move forward
- Forms can be required of candidates, reviewers, and/or staff admins
- The foundational template already has form requirements for select case steps that are required by the institution
- Units can **add to but should not alter or delete** form requirements that came over when they cloned the template
- Before you can add a form requirement, you need to create the form
- There are two types of forms - **candidate forms** and **committee forms**

# How to create a candidate form

1. Select **Administration** on the left-hand menu
2. Select **Candidate Forms** from the middle menu
3. Click the **Add Candidate Forms** button in the upper right corner
4. Title the form and, if desired, add a description
5. Click the **Select Unit** button to identify a parent unit; the form will be available for units at or below the parent
6. Click **Done**; a new window will open

Continue to additional steps

# How to create a candidate form

7. Click the **Add Questions** button
    - Enter the Question Title and, if desired, Help Information
    - From the **Question Type** drop-down, select the question format you desire
    - Select whether the question is required
    - Click **Save**
    - If you selected a multiple-choice format, enter choices, clicking Add after each entry
8. Repeat Step 7 to add more question; then click the **Done** button at the bottom of the page
9. On the Administration page, check that your newly created form appears on the list.

# How to add a candidate form

1. Navigate to your template and then the Template Summary page
2. Select **Candidate Requirements** from the Creating a Template box on the right-hand side
3. Scroll down to the Packet Requirements section and click **Add Requirement**
4. From the Add Requirement box, click the **Form** tab at the top of the window
5. From the Form field drop down menu, select the required form
6. Click **Save**
7. Scroll down to check your form was added and click **Continue**

# How to create a committee form

1. Navigate to **Administration** on the left-hand menu
2. Select **Committee Forms** from the middle menu
3. Click the **Add Form** button in the upper right corner
4. Title the form
5. Click the **Select Unit** button to identify a parent unit; the form will be available for units at or below the parent unit
6. If desired, add a description
7. Click **Add Form**; a new window will open

Continue to additional steps

# How to create a committee form

8. In the Form Creation section, click the **Add Question** button to the right
    - Select the question format you desire from the drop-down menu
    - Enter the question and add a description, if desired
    - If you selected a multiple choice format, enter options, clicking **Add Option** after each
    - Select whether the question is required
    - Click **Save**

9. Repeat Step 8 until you've finished adding questions to the form; then click the **Return to Forms List** button at the bottom of the page

10. On the Administration page, check that your newly created form appears on the list.

# How to add a committee form

1. Navigate to your template and then the Template Summary page
2. Select **Case Review Steps** from the Creating a Template box on the right-hand side
3. Find the step you want to add a required form to and click **Edit** in the top right corner of the step box
4. Find the **Reviewer** section who will need to complete the required form; just above the horizontal line in the Reviewer box, click the **Required Forms** tab
5. Click the **Add Required Form** button

Continue to additional steps

# How to add a committee form

6. In the **Form Name** field, select the desired form from the drop-down menu
7. Choose the Internal Section where the completed form should end up
8. In the **Response Visibility** field, choose who can view the completed form (OAP recommends Administrators and Committee Managers)
9. Under **Who Submits the Form?**, select whether everyone on the committee must complete the form or just the committee manager (OAP recommends only Committee Managers)
10. Click **Add Form**
11. Click **Return to Case Review Steps**

# Settings

# Case review step details – settings

The final tab on a case review step is where you set case movement permissions.

| Manage Members | Instructions | Required Documents | Required Forms | Settings |
|---|---|---|---|---|
| Specifies who is involved in the step | Describes what must be done and how to do it | Lists and describes what **document(s)** must be produced | Lists/describes what **form(s)** must be completed | Identifies whether the committee on the step has the last action |

# Settings

This tab is **relevant only if you have more than one committee taking action on a single step**; otherwise, **ignore this tab**.

**Settings**

Identifies whether the committee on the step has the last action

- If both committees have a required action, RPT needs to know which committee has the **final** action that signals the case is ready to move forward.
- Once the designated committee's work is complete (e.g., document uploaded, form completed), the step will complete and **both committees will lose access** to the case.
- To designate the committee whose action will complete the step, open the Settings tab on that committee and click the box to allow them to move the case forward.

# Replacing a Committee

# Replacing a committee on a template

The foundational template has an ad hoc committee on each case review step just as a placeholder.

After cloning the template, if you want to assign the same standing committee to all cases created with that template (e.g., your SCC Committee), you can **attach the committee at template level** instead of adding it manually to each case.

# Replacing a committee on a template

Remember, you need to first create the committee in the Users & Groups section of RPT.

Replacing a committee **will not** delete instructions, document/form requirements, or descriptions from your template.

However, if you replace a committee at the case level after the committee has submitted something to a case, the submission will be deleted from the case.

# Replacing a committee on a template

1. Navigate to the Template Summary page
2. Select **Case Review Steps** from the Creating a Template box on the right-hand side
3. Find the step where the committee should be located and click **Edit** in the top right corner of the step box
4. Click the **Options** button in the top right corner of the committee box; select **Replace Committee**
5. After selecting Replace Committee*, you'll get a warning; click **Continue with Replace**
6. Update the committee type, select a new committee, click **Replace Committee**

* If you don't have a test committee to add, you can add SCC Committee AY EvenOdd or OddEven

# Avoiding Big Potholes

# Big potholes to avoid

Remember, it's okay to add to a template, but don't alter/delete what you inherit. Altering/deleting what you inherit could **seriously** compromise cases.

Take particular care not to:

- Delete or change Candidate Requirements
- Delete or change the name of an Internal Section
- Delete or change foundational template Instructions
- Delete or change foundational template Required Documents
- Delete or change foundational template Required Forms

# Big potholes to avoid

**If you end up in one of these potholes...**

Best case scenario: you **lose valuable time** correcting the mistake

Worst case scenario: you have to scrap the case and/or template and **start over**