Candidate Instructions

RPT (Retention, Promotion, and Tenure)

Access RPT at rpt.unm.edu
Use your UNM NetID and password for login

This application allows each promotion, tenure and mid-probationary candidates to easily build their dossier, to submit the dossier to the next level of review, and track the dossier as it moves from each level of review.


Adding Documents

The dossier is set up with standard categories, such as Curriculum Vitae, Teaching Statement, etc.
As a candidate, select the category you wish to add files to, then you can easily drag and drop items in to the appropriate category or if they prefer they can browse their computer files.

All files –other than supplemental materials –must be converted to PDF prior to being uploaded.

Please refer to the Promotion and Tenure Guidelines to know what materials should be added in each section.
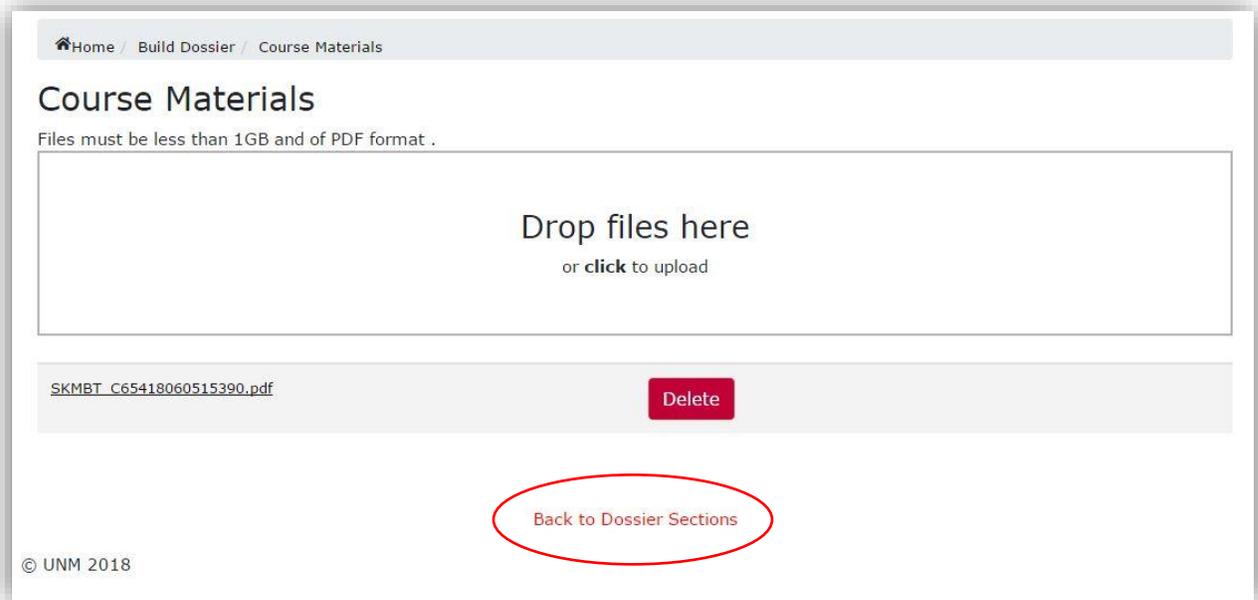

Once items have been dragged and dropped the files will automatically save once dragged and dropped. You will also have the ability to delete items that have been mistakenly uploaded.

Click "Back to Dossier Sections to move on to the next category.

Please note items will be ordered in the dossier in a 0-9 and A-Z ordering system. This is a set ordering system in the application.

The dossier builder will let you to know how many files have been uploaded to each category. This will help you to track the progress as you build your dossier.
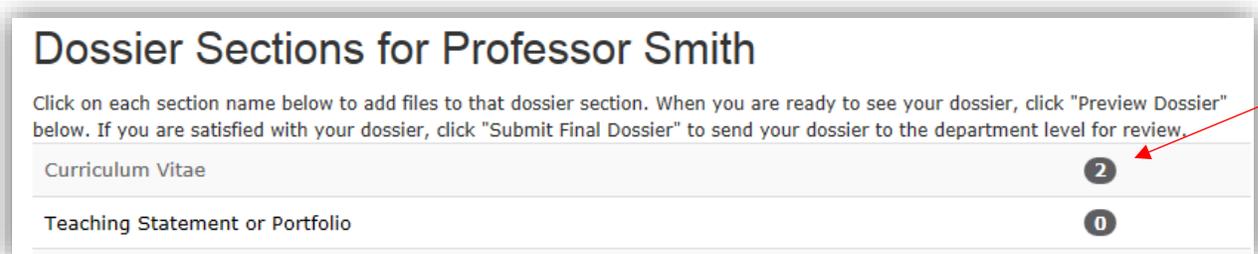
Once you have completed uploading the necessary documents for your dossier, you can preview your dossier to ensure that you feel comfortable with the file before final submission to the department level review and department administrator by clicking "Compile Dossier".

Then the "View dossier" button will appear for you to review the dossier to see how the file will look to all reviewers.


We recommend each candidate Download a copy for their records prior to Final Submittal, this can be done when viewing the file.
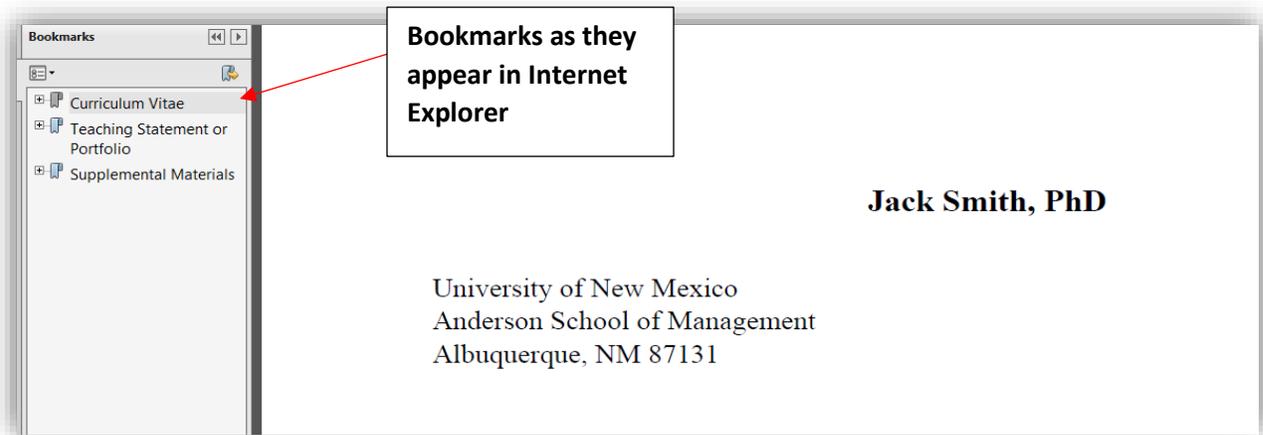
The RPT app will allow you as the candidate to jump from section to section using the PDF bookmarking feature while you review the dossier before submitting. This feature will vary based on the browser the candidate and reviewers are using.

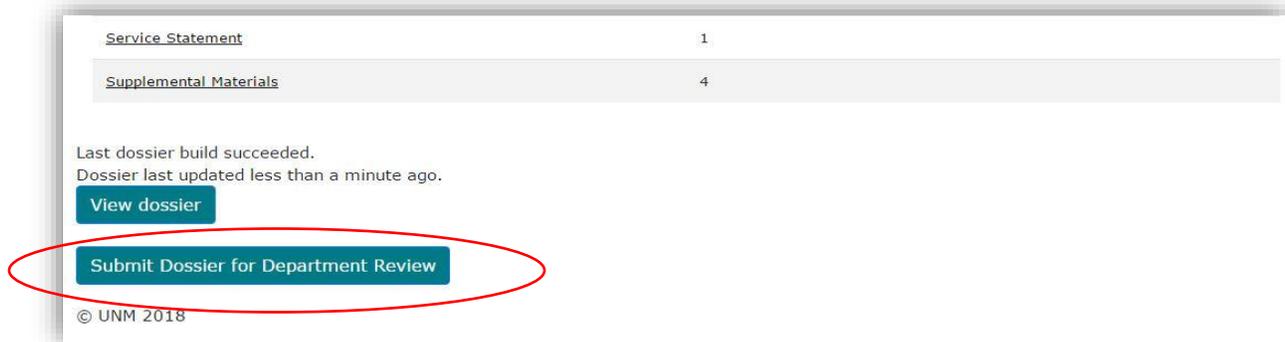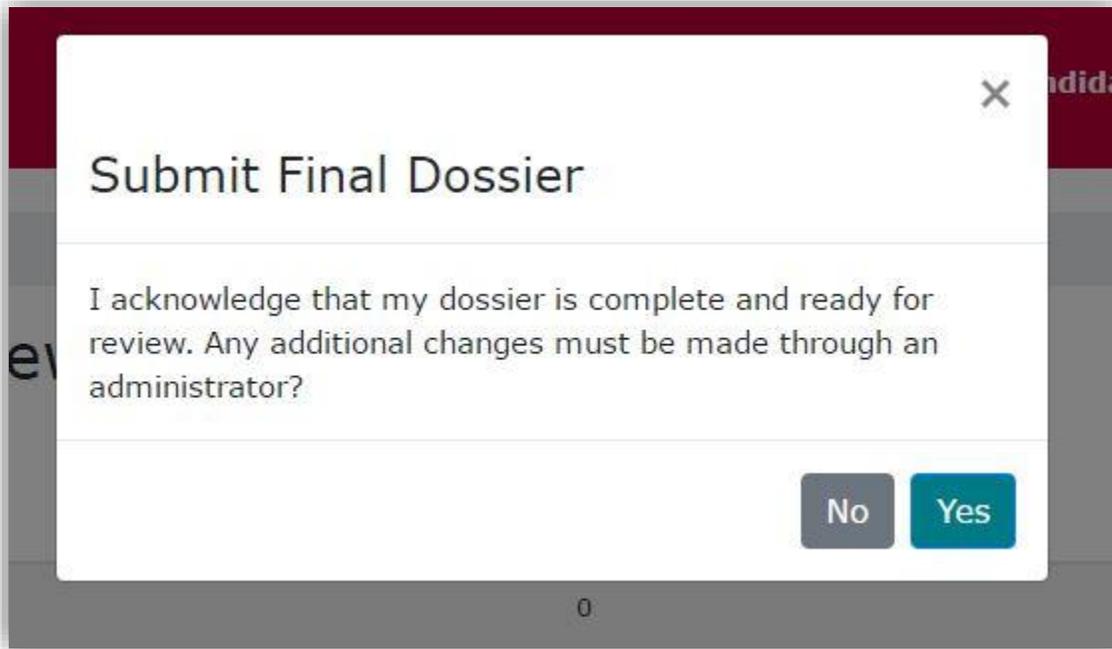**Below are examples of the bookmarking function.**

Google Chrome
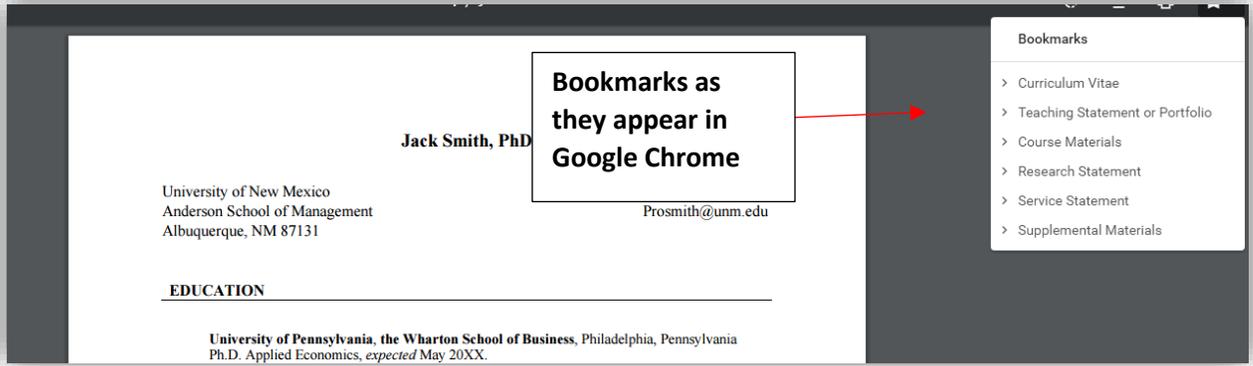
Internet Explorer

## Submitting Dossier for Departmental Review

Once you are ready to submit you can select the "Submit Dossier for Department Review" button. You will then receive the popup message below:

Once you acknowledge the dossier is complete you will no longer have access to your file, this includes not being able to editing this dossier.

After selecting "Yes" you will be directed to the following screen:
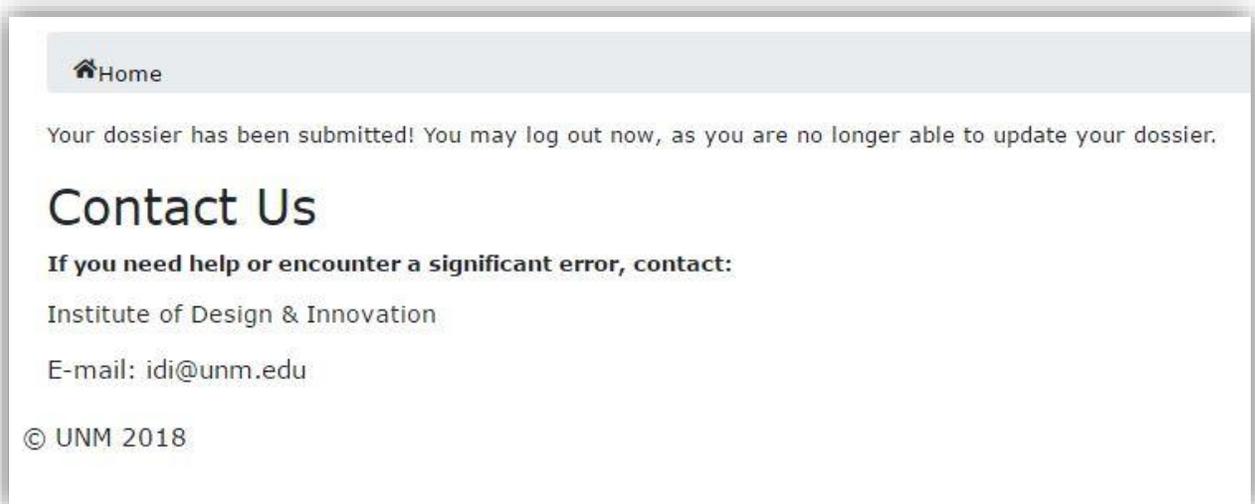
The department will now have access to review the dossier. If you wish to add additional files you may do so by sending them directly to your Department Administrator.

Need Help? – Technical and Procedural help

Please email rpthelp@unm.edu for all technical and procedural questions