

## **Electronic Submission of the Midterm Tenure Review Dossier**

### **General**

1. Beginning in spring 2018, it will become obligatory to submit the dossier for the Midterm Tenure Review (hereafter, MTR) in electronic format. This requirement aligns with the electronic submission of tenure and promotion dossiers, which will become the rule in fall 2017.
2. The instructions set forth here are intended to apply to everyone involved in the MTR process, including not only faculty under review but also the department tenure-and-promotion committee, the academic deans, and the provost/academic vice president. They should be used in conjunction with the documents entitled “Midterm Tenure Review Procedures” and “Midterm Tenure Review Timetable.”
3. Electronic submission will make use of the Canvas learning management system.
4. The associate academic vice president (AAVP)—currently, Dr. Jim Krukones—will be responsible for managing access to the electronic dossier as it moves through the process.
5. From the beginning to the end of the MTR process, the electronic dossier will be accompanied by a paper copy that includes the basic components of the dossier. (Please see Point 9 below.)
6. This set of instructions represents a work in progress. Any of the participants in the MTR process who has concerns or suggestions is encouraged to convey them to the AAVP so that the overall process might be improved.

### **Faculty under Review**

7. All faculty scheduled to undergo the MTR in a given semester will be enrolled in the course “Midterm Tenure Review” in Canvas and assigned a unique section number. In other words, each section of the MTR course initially will have only one “student,” namely, a faculty person undergoing the MTR. Every faculty person scheduled to undergo the MTR will receive an email invitation to join the course early in the semester in which the MTR will take place. In spring 2017 and fall 2017, a faculty member who intends to submit the MTR dossier electronically should accept the email invitation to join the MTR course. Anyone wanting to submit the dossier on paper should simply delete the invitation.
8. In Canvas, the dossier for the Midterm Tenure Review is organized according to the breakdown of its contents as found in Item I of the document “Midterm Tenure Review Procedures.” (The most recent version of that document was issued by the Office of the Provost/Academic Vice President in May 2013.) The faculty member is responsible for populating the first seven parts of the dossier, starting with the Table of Contents and ending with the Appendix. To each part the faculty member should attach a PDF containing the

relevant material. Every PDF should be clearly labeled with the part of the dossier it contains. Due to its size and complexity, the Appendix may consist of several PDFs (e.g., Publications, Syllabi, Evaluations).

9. The faculty member who submits an electronic dossier at the beginning of the review process must submit as well a paper version of the dossier that consists of everything *except the Appendix*. (In other words, the Appendix—the largest component of the dossier—is the only part that will be submitted exclusively by electronic means.) The faculty member should submit the paper version to the chair of the department tenure-and-promotion committee by the required submission deadline for the MTR dossier. Moreover, it should include, as the first page, the “Midterm Tenure Review Timetable,” the sheet on which the participants sign off on the dossier as it makes its way through the review process.
10. The faculty member must notify the AAVP by email ([jkrukones@jcu.edu](mailto:jkrukones@jcu.edu)) upon the completion of the electronic dossier in the Canvas MTR course. This must occur by the scheduled submission deadline for the dossier, normally March 1.

#### Department Tenure-and-Promotion Committee

11. Upon being notified of the completion of the electronic dossier by the faculty member, the AAVP will remove the faculty member from the MTR class and, at the same time, enroll in it the members of the department tenure/promotion committee. (The committee chair will be responsible for identifying by email the members of the committee to the AAVP, preferably well in advance of the submission deadline for the dossier.)
12. The committee is responsible for adding to the dossier a “written recommendation concerning the candidate’s continuance in a tenure-track position” (Point III.A in the “Mid-Term Tenure Review Procedures”) and “the Tenure Committee’s letters from the first and second-year tenure reviews, plus any written responses from the faculty member” (Point III.B). These materials should be added to the paper copy of the dossier *and*—in the form of PDFs—to Parts 8 and 9 of the electronic dossier.
13. When the committee has completed its work on the electronic dossier and forwards the paper copy to the appropriate dean (the dean of the college to which the faculty member under review belongs), the department tenure/promotion committee chair will notify the AAVP.

#### Committee of Academic Deans

14. Upon being notified of the completion of the electronic dossier by the chair of the department tenure-and-promotion committee, the AAVP will remove the committee members from the MTR class and, at the same time, enroll in it the Committee of Academic Deans (COAD).
15. COAD is responsible for adding its own report and recommendation to the paper copy of the dossier *and*—in the form of a PDF—to Part 10 of the electronic dossier.

16. When COAD has completed its work on the electronic dossier and forwards the paper copy to the provost/academic vice president, the appropriate dean will notify the AAVP.

Provost/Academic Vice President

17. Upon being notified of the completion of the electronic dossier by the appropriate academic dean, the AAVP will enroll in the MTR class the provost/academic vice president.
18. The provost/academic vice president is responsible for making a decision regarding the MTR and communicates that decision in writing to the faculty member, the chair of the faculty member's department, the chair of the faculty member's department tenure-and-promotion committee, and the appropriate dean. The notification is added to the paper copy of the dossier *and*—in the form of a PDF—to Part 11 of the electronic dossier.
19. The provost/academic vice president sends the paper copy of the dossier to the appropriate dean. This dean will sign the “Midterm Tenure Review Timetable”—this is the last signature to be added to the form—and then return the paper copy of the dossier to the Office of the Provost and Academic Vice President. It is only at this point that the “Midterm Tenure Review Timetable”—now with every necessary signature—will be converted to a PDF and added to the electronic version of the dossier.
20. With the MTR process complete, the AAVP will remove COAD and the provost/academic vice president from the MTR class.

(19 December 2016)