Electronic Submission of the Tenure/Promotion Dossier

General

1. Beginning in fall 2017, it will become obligatory to submit the dossier for tenure and/or promotion (hereafter, TP) in electronic format. This change was first announced in a memorandum from the Office of the Provost and Academic Vice President that was emailed to the faculty in May 2015.

2. The instructions set forth here are intended to apply to everyone involved in the TP process, including not only faculty applicants but also the department tenure-and-promotion committee, the academic deans, and the provost/academic vice president. These instructions should be used in conjunction with the "Format for Presentation of Tenure and Promotion Materials" (http://webmedia.jcu.edu/provost/files/2017/07/tendossformat.0717.pdf) and the "Application for Tenure/Promotion" (http://webmedia.jcu.edu/provost/files/2017/05/APPLICATION-FOR-TENURE-0517.pdf). These documents are referenced below.

3. While these instructions are divided into sections that specify the obligations of the various participants in the TP process, all participants are urged to acquaint themselves with the entire process by reading the instructions from beginning to end.

4. Electronic submission will make use of the Canvas learning management system. The Canvas system was chosen for two reasons. First, increasing numbers of faculty have become familiar with Canvas as a result of using it for their classes. Second, Canvas makes it possible to easily control access to the tenure/promotion dossiers by the participants in the TP process. In addition, faculty applicants are asked to upload their materials to Canvas in the form of PDFs. This decision was made to facilitate archival storage of the dossiers.

5. The associate academic vice president (AAVP)—currently, Dr. Jim Krukones [jkrukones@jcu.edu]—will be responsible for managing access to the electronic dossier as it moves through the process. Please note that participants must notify the AAVP at specific points during the process, as requested in these instructions. Only such notification guarantees that the process will continue moving forward.

6. From the beginning to the end of the TP process, the electronic dossier will be accompanied by a paper copy that includes the basic components of the dossier. (Please see Point 10 below.)

7. These instructions have benefited from the experience of previous faculty candidates who have submitted an electronic dossier. Nonetheless the current process remains imperfect, and it is likely to continue evolving. For that reason, any participant who has concerns or suggestions is encouraged to convey them to the AAVP so that the process might be improved for all those involved in it. In the meantime, your patience, flexibility, and attention to the requirements set forth here are greatly appreciated.

<u>Faculty Applicant</u>

8. All faculty who are officially scheduled to apply for tenure (and have been notified of such) AND any faculty who notify the Provost/AVP's Office about their intention to apply for tenure or promotion (customarily, by September 1) will be enrolled in the course "Tenure/Promotion Application" in Canvas and assigned a unique section number. In other words, each section of the TP course initially will have only one registrant, namely, the faculty person applying for tenure and/or promotion. Every such applicant will receive an email invitation to join the course early in the semester in which the TP process takes place, usually the fall. The faculty applicant should accept the email invitation to join the TP Application course.

9. In Canvas, the electronic dossier for the TP application is organized into several modules. The faculty applicant is responsible for populating *the first two modules*, the contents of which are described below:

    <u>Module One: Part One of Applicant Dossier</u>
    a. "Application for Tenure/Promotion" (form)
    b. Table of Contents
    c. Candidate's summary statement, including rationale and separate sections on Teaching Effectiveness, Research/Scholarship, and Service (10-12 pages)
    d. Curriculum vitae
    e. Copy of department tenure policy and/or promotion policy
    f. Copies of all annual reviews of progress toward tenure (for tenure candidates)
    g. Teaching load summary; summary of advising activity

    <u>Module Two: Part Two of Applicant Dossier</u>
    Appendix: supporting documentation for Teaching Effectiveness and Service; published articles, reviews, syllabi, and a complete set of teaching evaluations since the Midterm Tenure Review, along with a summary and analysis of the data in the evaluations. (It is acknowledged that any books in the applicant's dossier likely will have to be submitted in traditional bound form instead of electronically.)

    Together, the contents of these two modules make up the entire faculty contribution to the tenure/promotion dossier, as described in the document "Format for Presentation of Tenure and Promotion Materials" (revised 05-19-17). Items 1, 4, 5, 6, 7, 8, and 9 in that document comprise Part One, and item 10 (the appendix) by itself represents Part Two. In other words, Part One consists of everything in the applicant's dossier other than the supporting materials (the Appendix), all of which make up Part Two. It is anticipated that a single PDF ought to accommodate the contents of Part One of the dossier; the faculty applicant will upload that PDF to Module One. By contrast, due to its size and complexity, Part Two likely will require multiple PDFs. The organization of that part of the dossier is left up to the faculty applicant, who will then upload all of the component PDFs to Module Two. Every PDF should be clearly labeled either "Part One" or "Part Two" depending on the part of the dossier to which it belongs.

10. The faculty applicant also must submit a paper version of the dossier that consists of everything *except the Appendix*. (The contents of the paper dossier are the same as those of Part One of the electronic dossier. By contrast, the Appendix—the largest single 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 TP dossier. Moreover, the first page of the paper version should be the "Application for Tenure/Promotion," the form document on which the participants sign off on the dossier as it makes its way through the review process.

11. The faculty member must notify the AAVP by email (jkrukones@jcu.edu) as soon as the electronic dossier has been uploaded to the Canvas TP course. This must occur by the scheduled submission deadline for the dossier. In the fall semester the deadline is normally September 30, or—should that date fall on a weekend—the next weekday.

Department Tenure-and-Promotion Committee

12. Upon being notified of the uploading of the electronic dossier by the faculty applicant, the AAVP will remove the faculty member from the TP course 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.)

13. After reviewing the dossier, the department tenure-and-promotion committee may ask the candidate to add material to or otherwise change the content of the dossier. In that case, the chair of the committee must inform the AAVP, at the same time specifying the time period during which the candidate will have access to the dossier. The AAVP will enroll the candidate in the TP course at the beginning of that period and then remove the candidate from the course at the end of that period.

14. The committee is responsible for adding to the dossier a "recommendation and confirmation of a vote . . ., including an evaluative statement detailing the candidate's performance in the areas of teaching, scholarship and service, and the evidence to support the evaluation" (Item 3 in the "Format for Presentation of Tenure and Promotion Materials"). This document should be added to the paper copy of the dossier *and*—in the form of a PDF—must be uploaded to Module Three of the faculty candidate's TP course.

15. 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 applicant belongs), the department tenure/promotion committee chair will notify the AAVP. Customarily, the deadline for the submission of the dossier with the department tenure/promotion committee's comments to the appropriate dean is November 1, or—should that date fall on a weekend—the next weekday.

Committee of Academic Deans

16. Upon being notified by the chair of the department tenure-and-promotion committee that the committee has completed its review of the electronic dossier, the AAVP will remove the committee members from the TP course and, at the same time, enroll in it the Committee of Academic Deans (COAD).

17. COAD is responsible for adding its own recommendation to the paper copy of the dossier *and*—in the form of a PDF—to Module Four of the faculty candidate's TP course. This recommendation corresponds to Item 2 in the "Format for Presentation of Tenure and Promotion Materials."

18. 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

19. Upon being notified by the appropriate academic dean that COAD has completed its review of the electronic dossier, the AAVP will enroll in the TP course the provost/academic vice president.

20. The provost/academic vice president is responsible for making a decision regarding the tenure and/or promotion application 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—is uploaded to Module Five of the faculty applicant's TP course. In the fall semester, this notification must occur by December 15.

21. The provost/academic vice president sends the paper copy of the dossier to the Office of the President. The president signs off on the "Application for Tenure/Promotion" form and then returns the paper dossier to the Office of the Provost and Academic Vice President. At this point the "Application for Tenure/Promotion"—now with every necessary signature—is converted to a PDF and added to the electronic version of the dossier.

22. With the TP process complete, the AAVP will remove COAD and the provost/academic vice president from the MTR class.

(28 July 2017)