

Electronic Submission of the Midterm Tenure Review Dossier

General

1. Beginning in spring 2018, the dossier for the Midterm Tenure Review (hereafter, MTR) must be submitted in electronic format. This requirement aligns with the electronic submission of tenure and promotion dossiers, which became the rule in fall 2017.

While the MTR customarily takes place during the spring semester, these instructions also apply to situations where the MTR occurs in the fall instead.

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. These instructions should be used in conjunction with the documents entitled “Midterm Tenure Review Procedures” and “Midterm Tenure Review Timetable,” the links to which are:
<http://webmedia.jcu.edu/provost/files/2018/07/midtermrevprocedures-0718.pdf>
<http://webmedia.jcu.edu/provost/files/2017/09/midtermrevTimetable.0917.pdf>
3. While these instructions are divided into sections that specify the obligations of the various participants in the MTR process, all participants are urged to acquaint themselves with the entire process by reading the instructions from beginning to end.
4. Electronic submission makes 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 MTR dossiers by those participating in the process.
5. 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. Please note that participants **must** notify the AAVP at specific points during the process, as requested in these instructions. Moreover, the notification must occur in writing, via email (jkrukones@jcu.edu). Only such notification guarantees that the process will continue moving forward in a timely manner.
6. 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 10 below.)
7. These instructions have benefited from the experience of previous faculty candidates who have submitted an electronic dossier. 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 instructions set forth here are greatly appreciated.

Faculty under Review

8. 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 MTR course initially will have only one registrant, namely, a faculty person undergoing the MTR. Every faculty person scheduled to undergo the MTR will receive an email invitation to join the course either early in the semester in which the MTR will take place or just prior to that semester. The faculty applicant should accept the email invitation to join the MTR course.
9. In Canvas, the electronic dossier for the Midterm Tenure Review is organized into several modules. The faculty applicant is responsible for populating *the first two modules*, the contents of which are described below:

Module One: Part One of Applicant Dossier

- A. Table of Contents.
- B. Current curriculum vitae.
- C. Statement Relevant to Teaching Effectiveness.
- D. Statement Relevant to Research/Scholarship.
- E. Statement Relevant to Service.
- F. Summary Statement.

Module Two: Part Two of Applicant Dossier (Appendix)

- G. It should include copies of publications, reviews, and class syllabi, as well as a complete set of class evaluations.

Together, the contents of these two modules make up the entire faculty contribution to the MTR dossier, as described in the document “Midterm Tenure Review Procedures” (most recently revised 07-15-18). Items A through F in Point I of that document comprise Part One, and Item G (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. The internal organization of each of the two modules is left up to the faculty applicant. At the same time, it is suggested that the applicant consult the appendix “How to Create an Interactive Canvas Page” so as to create a dossier that is especially easy to navigate.

10. In addition to the electronic dossier, the faculty member also must submit a paper version of the dossier that consists of everything *except the Appendix*. (In other words, the Appendix—the largest single component of the dossier—is the only part that will be submitted exclusively by electronic means.) The paper version should be inserted in a binder that is available from the Office of the Provost and Academic Vice President. 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, the paper version should include, as the first page, the “Midterm Tenure Review Timetable,” 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 s/he has populated the first two modules of the Canvas MTR course. This must occur by the scheduled submission deadline for the dossier, normally March 1 (or September 30 in the fall). Should the date fall on a weekend, the deadline becomes the next available weekday.

Department Tenure-and-Promotion Committee

12. Upon being notified of the completion of the electronic dossier by the faculty member, the AAVP will remove the faculty member from the MTR 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 such a 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 MTR 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 “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 Module Three and Module Four of the MTR course. (Those modules will be appropriately labeled on the Canvas website.)
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 member under review belongs), the department tenure/promotion committee chair will notify the AAVP.

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 dossier, the AAVP will remove the committee members from the MTR course and, at the same time, enroll in it the Committee of Academic Deans (COAD).
17. COAD—in the person of the appropriate dean—is responsible for adding its own report and recommendation to the paper copy of the dossier *and*—in the form of a PDF—to the designated module (Module Five) of the MTR course.

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.
19. The appropriate dean is responsible for two additional steps involving the MTR dossier, which are described in Points 22 and 23 below.

Provost/Academic Vice President

20. Upon being notified of the completion of the electronic dossier by the appropriate academic dean, the AAVP will enroll in the MTR course the provost/academic vice president.
21. 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 the designated module (Module Six) of the MTR course.
22. 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 dean's signature is the last signature to be added to the form. In addition, on behalf of COAD, this dean will communicate to the faculty candidate who is continuing in the tenure track, as well as to the department tenure-and-promotion committee, any areas of concern and suggestions for improvement. This missive should be added to the paper copy of the dossier *and*—in the form of a PDF—to the designated module (Module Seven) of the MTR course.
23. Finally, the appropriate dean will return the paper copy of the dossier to the Office of the Provost and Academic Vice President. At this point the “Midterm Tenure Review Timetable”—now with every necessary signature—will be converted to a PDF and added to the MTR course as Module Eight.
24. With the MTR process complete, the AAVP will remove COAD and the provost/academic vice president from the MTR course.

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