COEHS Post-Tenure Review Electronic Submission Policies

Overview

The COEHS utilizes Microsoft OneDrive to submit/review post-tenure reviews.

Each faculty member with an upcoming post-tenure review will have an OneDrive folder and corresponding sub-folders created by the COEHS dean's office. Individual faculty will upload their documents in PDF format.

On July 1st folders will be available for faculty who are submitting their dossiers for pre-tenure, tenure, promotion, and post-tenure review.

Review letter writers will upload their letters as they are written. When a letter writer uploads to his or her letter a copy should also be sent to the candidate.

This document supplements the COEHS Performance Guidelines and the COEHS Post-Tenure Electronic Submission Instructions. The COEHS Tenure and Promotion Resources page provides a number of useful resources.

Permissions and Access to One Drive Folder

The COEHS Dean's office is responsible for adjusting permissions to each candidate's folder and will have access to faculty folders throughout the personnel review process. The access start and end dates in the table below are based upon the recommended completion dates published by the University.

The COEHS Dean's office will request the Departmental P&T committee members' names prior to the access start dates. Letters should be uploaded into the folder prior to the access end date. If there are any issues, contact the COEHS Dean's office.

Access dates can be modified by the COEHS Dean's office as needed due to changes in University policy or under extenuating circumstances. If an access end date falls on a holiday, the access to the OneDrive will end at close of business on the next business day.

Faculty candidates may request access for others to review their materials by sending the request via email to the COEHS Associate Dean. Access for these candidate-requested reviewers will terminate on the faculty access end date (see chart below) or any earlier date, as directed by the candidate.

Faculty candidates will have editorial access to the files they upload, all other reviewer permissions will be set to Restricted View which means an individual can view pages and documents but cannot edit, alter, download, upload, or share files.

Faculty candidates will not be able to modify their files after the access end date. If changes to the files are requested, the department head, the chair of the college personnel committee, or their designee will upload additional documents.

Deadlines to upload files will follow the University policy. All access end times are at 11:59 Eastern Standard Time on the proscribed access end date.

Post-Tenure File Access

Post-Tenure Review File Access

	Access Start Date	Access End Date (11:59 EST)
Faculty Member	July 1	4th Wednesday in August
Department Committee	4th Wednesday in August	Determined by the Department Committee and the Department Head. The Department Head communicates this access end date to the Dean's Office.
Department Head	July 1	1st Wednesday in October
Dean	1st Wednesday in October	4th Friday in November

Uploading Responsibility

Individual faculty members are responsible for uploading all files, with exception of the documents in two areas:

- *Folder A. Policies*:
    - The Dean's office will populate this folder with relevant policies
- *Folder B. Review Letters for Post-Tenure Review*:
    - The recommendation letter from the department personnel will be uploaded by the chair of the personnel committee.
    - The recommendation letter from the department head will be uploaded by the department head.
    - The recommendation letter from the Dean will be uploaded by the Dean.
    - When letter writers upload their letters, she or he should also send a copy to the candidate.

The candidate should not change the names of folders or sub-folders.

The candidate uploads all PDFs using suggested naming conventions. Specific instructions for uploading and naming PDF documents that are placed in each *Folder C. Post-Tenure Required Documents* are located in Appendix A at the end of this document and in *COEHS Post-Tenure Electronic Submission Instructions*.

Tips for creating files, naming files, file organization, uploading, and saving files:

- Files/documents should be saved as a **PDF file format** whenever possible and <u>must be viewable without specialized software</u> (such as Avid, AutoDesk/AutoCAD, iRender, Adobe Photoshop, Illustrator, InDesign, Lightwave, Auralia, Pyware, Finale, Audacity, etc.).
- Candidates should not upload unnecessarily large documents.
- The following characters are not supported in <u>folder or file names</u>: **~ # % & * : < > ? / \ { | }**
- The following names are not allowed for <u>folders or files</u>: **.lock, CON, PRN, AUX, NUL, COM0 - COM9, LPT0 - LPT9, _vti_, desktop.ini**, any filename starting with **~$.**
- Hyperlinks to media files (audio/image/video), direct URL links to websites, YouTube/Vimeo websites or media channels, etc., <u>should be saved within a PDF document</u>.
- Total file size (total of ALL files combined) should be kept under 5 GB maximum.
- Faculty candidates should save all files on a local computer **and backup all files** prior to uploading files to the OneDrive folders.

Accessing OneDrive Folders

A direct link to your One Drive folder will be shared via email.

You can also access OneDrive folder(s) to upload materials by signing into your ***MyVSU account*** on the VSU home page. *A visual guide is included in Appendix B.*

1. Click on the *Email* link in the red band on the top of the page.
2. Click the *9 dots* box (App launcher) in the upper left corner above the new message button.
3. Click *OneDrive*.
4. Click *Shared* (on the left panel).
5. Click *Shared with you* (one of two horizontal tabs).
6. Locate your folder. It will be your last name and the name of your action: LastNamePromotionToAssociateProfessorAndTenure.

Appendix A:

COEHS Post-Tenure Review Electronic Submission Instructions

Folder A. Policies:

- All Documents in this folder will be pre-loaded by the Deans office.

Folder B. Review Letters for Current Action:

- These are the review letters for this action. No letters will exist on the day the candidate uploads his or her dossier.
- Access to this folder will evolve from department level to the Dean's level as the process progresses through the stages of review.
- When a letter writer uploads to this folder she or he should also send a copy to the candidate.
- Use these naming conventions:
    - 1DepartmentCommitteeLetter.pdf
    - 2DepartmentHeadLetter.pdf
    - 3COEHSDeansLetter.pdf

Folder C. Post-Tenure Required Documents

- When there is more than one of each document, compile the documents in chronological order.

PDF 1. COEHS Post-Tenue Coversheet

- The candidate should fill out the form up to "Summary of Action" and upload the form as a PDF.
- The PDF should be titled: 1LastNamePostTenureCoverSheet.pdf
    - Example: 1GonzalesPostTenureCoverSheet.pdf

PDF 2. Curriculum Vita

- Your CV should be in reverse chronological order.
- The PDF should be titled: 2LastNameCV.pdf
    - Example: 2GonzalesCV.pdf

PDF 3. Annual Faculty Evaluations:

- Compile all Annual Faculty Evaluations for the years under consideration;
- Place the evaluations in one PDF document in chronological order.
- This PDF document should be titled: 3AnnualFacultyEvaluations.pdf
    - Example: 3AnnualFacultyEvaluations.pdf

PDF 4. Combined Areas 4-6:

- This PDF combines areas 4 – 6 into one PDF document. This includes: #4 Measures of Teaching Effectiveness, # 5 Self-Assessment, and #6 Other Documentation
- The faculty member should provide a narrative that addresses each of these areas. The organization of this document is at the discretion of the faculty member unless department policies specify an organizational style or structure.
- This PDF document should be titled: 4CombinedAreas4-6

PDF 5. Department-Specific Required Documentation:

- Not all department require specific documentation, as a result, some candidates will not have a document to load here.
- This PDF should include and compile all department-specific documentation.
- The organization of this document is at the discretion of the faculty member unless department policies specify an organizational style or structure.
- This PDF document should be titled: 5DepartmentSpecificDoc.pdf
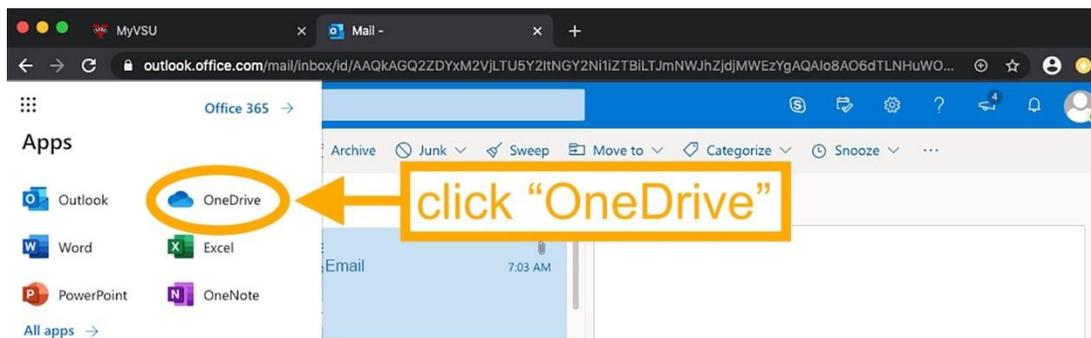 - Example: 5LDWDSpecificDoc.pdf

Appendix B:
Accessing OneDrive Folders

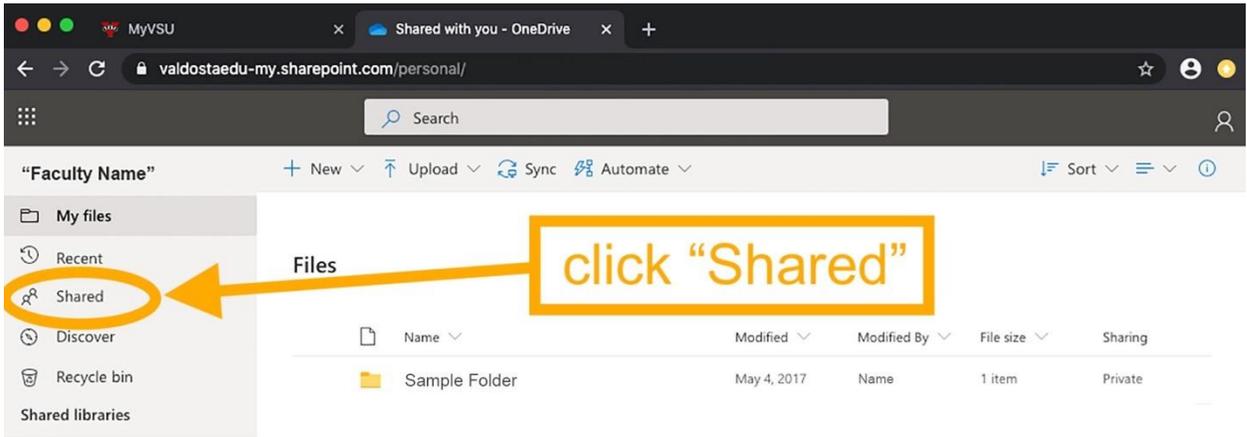1. Click on the *Email* link in the red band on the top of the page.
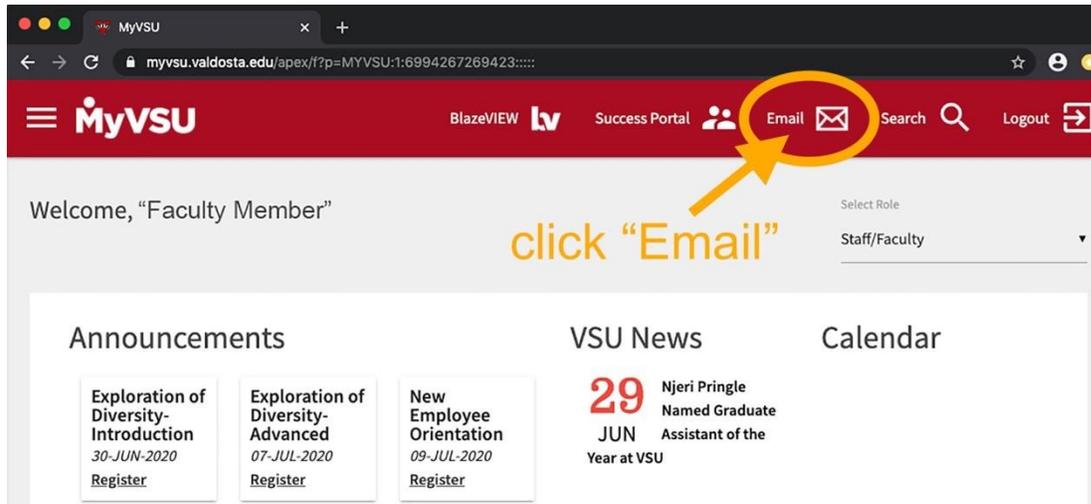
2. Click the *9 dots* box (App launcher) in the upper left corner above the new message button.
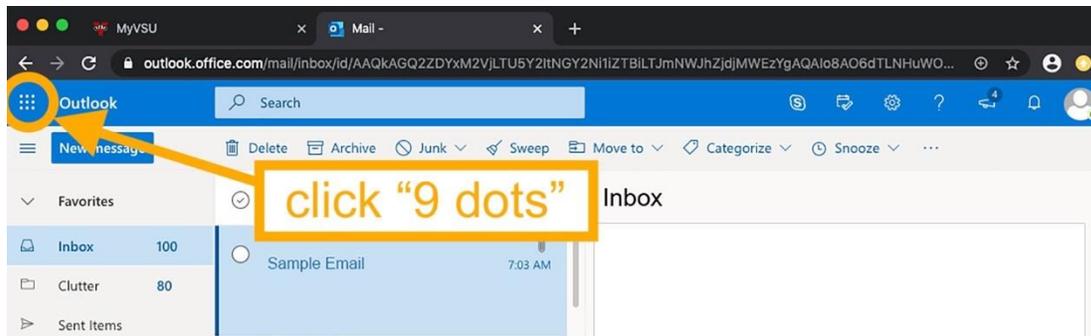
3. Click *OneDrive*

4. Click *Shared* (on the left panel).

5. Click *Shared with you* (one of two horizontal tabs).
6. Locate your folder. It will be your last name, first initial and the words "Post-Tenure Review" (e.g., GonzalesMPost-Tenure Review).