

## COSM OneDrive Electronic Submission Instructions for Non-Tenure Track Faculty (Promotion)

**Use these instructions for the following actions:**

Non-Tenure Track personnel action
Promotion to Senior Lecturer
Promotion to Principal Lecturer

CoSM Electronic File Organization	General Guidelines and Instructions
<p>Primary Folders (Sections I-V)</p> <p style="padding-left: 40px;">Sub-Folders (A, B, C, etc.)</p> <p style="padding-left: 80px;">PDF documents (1, 2, 3, etc.)</p>	<p>CoSM Dean's office creates all folders and sub-folders. The Dean's office will change the folder access permissions as appropriate to the current review stage. Each letter-writer (or designee) uploads the letter to the appropriate folder.</p> <ul style="list-style-type: none"> <li>• Appropriate policies and requirements should be followed for your personnel action. Include relevant previous letters where applicable.</li> <li>• Do not change the names of folders or sub-folders that have already been created.</li> <li>• The candidate uploads all PDFs using the specified naming conventions.</li> <li>• Changes or additions may be requested of the candidate through the college-level advisory committee, but once the dossier is submitted to the dean, no further changes can be made.</li> </ul>

CoSM Tenure and/or Promotion Folders & Their Contents In-Brief	Electronic File Organization and Details for Naming and Uploading Files into Appropriate Folder
Folder: <b><i>FirstName LastName Action AY</i></b>	Folder Example: <i>Alice Smith PromSrLec AY21-22</i>
<p>Folder: <b><i>Section I – Coversheet and Application</i></b></p> <p>Contents:</p> <ul style="list-style-type: none"> <li>A. VSU Coversheet (PDF)</li> <li>B. CV (PDF)</li> <li>C. Completed CoSM Application (PDF)</li> </ul>	<p><b><i>Section I – Coversheet and Application</i></b></p> <p>Upload the following 3 files into Section I – Coversheet and Application</p> <p>A. VSU Coversheet File:</p> <ul style="list-style-type: none"> <li>○ Fillable Word document is available from: <a href="https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php">https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php</a></li> <li>○ The PDF should be titled: <i>A-VSUCoversheet.pdf</i></li> </ul> <p>B. CV File:</p> <ul style="list-style-type: none"> <li>○ Your CV should be in reverse chronological order.</li> <li>○ The PDF should be titled: <i>B-CV.pdf</i></li> </ul> <p>C. Completed CoSM Application File:</p> <ul style="list-style-type: none"> <li>○ COSM Coversheet and application (only the CoSM application and cover form completed by candidate; do not include the policy sections):</li> <li>○ The PDF should be titled: <i>C-CoSMAApplication.pdf</i></li> </ul>
<p>Folder: <b><i>Section II –Evaluations of the Candidate</i></b></p> <p>Contents:</p> <ul style="list-style-type: none"> <li>A. CoSM Policy &amp; Departmental Policies (subfolder) <ul style="list-style-type: none"> <li>1. CoSM Policy (PDF)</li> <li>2. Department Policy (PDF), if not integrated with college-level policy</li> </ul> </li> <li>B. Annual Faculty Evaluations for Period Under Review (subfolder) <ul style="list-style-type: none"> <li>1. Annual Evaluations (PDF)</li> </ul> </li> <li>C. Prior Review Letters (subfolder) <ul style="list-style-type: none"> <li>1. 3<sup>rd</sup> Year Review Letters (PDF)</li> <li>2. 5<sup>th</sup> Year Review Letters (PDF)</li> </ul> </li> <li>D. Advisory Letters (subfolder) <ul style="list-style-type: none"> <li>1. Departmental Advisory Committee (PDF)</li> <li>2. Department Head (PDF)</li> <li>3. College Advisory Committee (PDF)</li> </ul> </li> </ul>	<p><b><i>Section II –Evaluations of the Candidate</i></b></p> <p>Section II contains 4 folders. The candidate for tenure or tenure and promotion, is responsible for uploading the files in folders A, B, and C.</p> <p>A. CoSM Policy Subfolder: The CoSM policy with departmental policy should be placed in this subfolder.</p> <ul style="list-style-type: none"> <li>○ If your department has integrated the departmental policy with college policy, one file with both policies can be uploaded with the pdf titled: <i>1-CoSMPolicy.pdf</i></li> <li>○ If the departmental policy is not integrated with college policy, then upload both separate policies (college and department) as separate pdf files with the following names: <i>1-CoSMPolicy.pdf</i> <i>2-DEPTNAMEPolicy.pdf (e.g., 2-ChemistryPolicy.pdf)</i></li> </ul> <p>B. Annual Faculty Evaluations Subfolder: Annual Evaluations for the entire period under review should be combined into a single pdf file in chronological order.</p> <ul style="list-style-type: none"> <li>○ The pdf should be titled: <i>1-AnnualFacultyEvaluations.pdf</i></li> </ul> <p>C. Prior Review Letters Subfolder:</p> <ul style="list-style-type: none"> <li>○ For individuals submitting their dossier for promotion to Senior Lecturer or Principal Lecturer, all review from the previous personnel action should be included. Letters</li> </ul>

<p>4. Dean (PDF)</p>	<p>from each single review period should be compiled into one PDF document in chronological order.</p> <ul style="list-style-type: none"> <li>○ Follow the naming below: <ul style="list-style-type: none"> <li>● <i>1-3rdYrRevLetters.pdf</i></li> <li>● <i>2-5thYrRevLetters.pdf</i></li> </ul> </li> <li>○ If the individual has gone through more than one 5<sup>th</sup> year review, use the following naming convention (<i>2-5thYrRevLetters1.pdf, 3-5thYrRevLetters2.pdf</i>).</li> </ul> <p>D. Advisory Letters Subfolder: Review letters will be uploaded individually.</p> <ul style="list-style-type: none"> <li>○ Access to this folder will evolve from department level to the Provost as the dossier progresses through the stages of review.</li> <li>○ When a letter writer uploads to this folder, the candidate, department head, and dean should also receive copies for personnel files</li> <li>○ The pdfs of the Advisory Letters should be titled: <ul style="list-style-type: none"> <li>● <i>1-DepartmentCommitteeLetter.pdf</i></li> <li>● <i>2-DepartmentHeadLetter.pdf</i></li> <li>● <i>3-CoSMCommitteeLetter.pdf</i></li> <li>● <i>4-CoSMDeanLetter.pdf</i></li> </ul> </li> </ul>
<p>Folder: <b>Section III – Teaching and Student Learning</b></p> <p>Contents:</p> <ul style="list-style-type: none"> <li>A. SOI Information (subfolder) <ul style="list-style-type: none"> <li>1. Table Summary (PDF)</li> <li>2. Written Summary (PDF)</li> <li>3. Complete SOI Reports (PDF)</li> </ul> </li> <li>B. Peer Evaluations (subfolder) <ul style="list-style-type: none"> <li>1. Peer Evaluations (PDF)</li> <li>2. Peer Evaluation Policy (PDF)</li> </ul> </li> <li>C. Evidence of Student Learning (subfolder) <ul style="list-style-type: none"> <li>1. Evidence of Student Learning (PDF)</li> </ul> </li> <li>D. Support Documents for Teaching (Subfolder) This sub-folder contains three sub-folders: <ul style="list-style-type: none"> <li>1. Course Documents</li> <li>2. Evidence of Course-Curriculum-Program Development</li> <li>3. Teaching Development Activities</li> </ul> </li> </ul>	<p><b>Section III – Teaching and Student Learning</b></p> <p>Section III contains 4 folders. The candidate for tenure or tenure and promotion, is responsible for uploading the files and evidence in folders A, B, C, and D.</p> <p>Subfolders and Their Contents:</p> <ul style="list-style-type: none"> <li>A. SOI Information Subfolder contains the following 3 pdf documents: <ul style="list-style-type: none"> <li>○ Table(s) summarizing student opinions of instruction for the period under review. Summary information must include numerically-scored questions for each class section, the number of students, and number of respondents. <ul style="list-style-type: none"> <li>● Instructions for creating an Instructor Summary Report from the SOI portal (prior to Fall 2019) and/or SmartEvals (Fall 2019 to present), can be found: <a href="https://www.valdosta.edu/academics/academic-affairs/sois/export-soi-reports.php#instructorsummarysmartevals">https://www.valdosta.edu/academics/academic-affairs/sois/export-soi-reports.php#instructorsummarysmartevals</a></li> <li>● The pdf should be titled: <i>1-SOITableSummary</i></li> </ul> </li> <li>○ A written summary of the contents of the student narrative comments <ul style="list-style-type: none"> <li>● The pdf should be titled: <i>2-SOIWrittenSummary</i></li> </ul> </li> </ul> </li> </ul>

- All SOI reports generated that include all questions and student comments from the period under review combined into a single pdf document
  - The pdf should be titled: *3-CompleteSOIReports*
- B. Peer Evaluations Subfolder contains 2 files: peer evaluations and peer evaluation departmental policy
  - Combine all peer evaluation files into one PDF file, which should be named: *1-PeerEvaluationsOfTeaching.pdf*
  - If there is a departmental peer evaluation policy and/or form, please place in this subfolder with name: *2-DEPTNAMEPeerEvaluationPolicy.pdf* (e.g. *PAGETPeerEvaluationPolicy.pdf*)
- C. Evidence of Student Learning Subfolder contains evidence of student learning (e.g., pre-post assessment data and analysis, student portfolios, performance evaluations, capstone projects, etc.)
  - The number of files depends on materials submitted; please use appropriate filenames consistent with the file naming convention adopted so far.
  - Within the summary or analysis of evidence of student learning, the candidate can include copies of assessments, assignments, portfolios, etc., or can refer to documents uploaded into Folder D. Support Documents for Teaching.
- D. Support Documents for Teaching Subfolder contains three subfolders to organize additional evidence of teaching and teaching related activities.
  - 1. Course Documents Subfolder contains sample copies of syllabi, exams, assignments, supporting evidence of innovative instruction/activities, etc. The 4 files listed below are only examples, and the candidate can create additional files as appropriate.
    - Combine all syllabi samples into one PDF file (filename: *Syllabi.pdf*)
    - Combine all exam samples into one PDF file (filename: *Exams.pdf*)
    - Combine all assignment samples into one PDF file (filename: *Assignments.pdf*)
    - Combine all evidence of innovative instructions into one PDF file (filename: *InnovativeInstruction.pdf*)
  - 2. Evidence of Course-Curriculum-Program Development Subfolder contains supporting documents or evidence for course, curriculum, study abroad, study away program development, etc. (as appropriate)
    - The number of files depends on materials submitted; please use appropriate filenames

	<p>consistent with the file naming convention adopted so far.</p> <ul style="list-style-type: none"> <li>○ 3. Teaching Development Activities Subfolder contains supporting documents or evidence for teaching development activities (e.g., teaching workshops or conference attended, participation in CELT Session, learning new pedagogy, etc.) <ul style="list-style-type: none"> <li>● The number of files depends on materials submitted; please use appropriate filenames consistent with the file naming convention adopted so far.</li> </ul> </li> </ul>
<p>Folder: <b>Section IV – Scholarship (Optional)</b></p> <p>Contents:</p> <p>A. Scholarship and Professional Development Activities (Subfolder)</p> <ol style="list-style-type: none"> <li>1. Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc. (PDF)</li> <li>2. Reverse chronological list of completed professional development activities (PDF)</li> <li>3. Reverse chronological list of work in progress (PDF)</li> </ol> <p>B. Supporting Documents for Scholarship (Subfolder) with 5 additional subfolders</p> <ol style="list-style-type: none"> <li>1. <i>Evidence of Externally Refereed Publications</i> (subfolder)</li> <li>2. <i>Evidence of Externally Refereed Grants and Contracts</i> (subfolder)</li> <li>3. <i>Evidence of Externally Refereed Patents, Software, or Hardware System</i> (subfolder)</li> <li>4. <i>Evidence of Other Professional Development</i> (subfolder)</li> <li>5. <i>Evidence of Work in Progress</i> (subfolder)</li> </ol>	<p><b>Section IV – Scholarship</b></p> <p>Non-tenure track faculty have no scholarship expectations; therefore, this folder is optional. The candidate may upload 3 PDF files into A. Scholarship and Professional Development Activities folder and may populate the subfolders in B. Supporting Documents as appropriate.</p> <p>A. Scholarship and Professional Development Activities Subfolder</p> <ol style="list-style-type: none"> <li>1. Research and Scholarship <ul style="list-style-type: none"> <li>○ Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc.</li> <li>○ This PDF should be titled: <i>1-ResearchandScholarship.pdf</i></li> </ul> </li> <li>2. Professional Development <ul style="list-style-type: none"> <li>○ Reverse chronological list of completed professional development activities.</li> <li>○ This PDF should be titled: <i>2-ProfessionalDevelopment.pdf</i></li> </ul> </li> <li>3. Work in progress <ul style="list-style-type: none"> <li>○ Reverse chronological list of work in progress and other activities</li> <li>○ This PDF should be titled: <i>3-WorkInProgress.pdf</i></li> </ul> </li> </ol> <p>B. Supporting Documents for Scholarship Subfolder contains 5 folders.</p> <ul style="list-style-type: none"> <li>○ These folders should contain all of the evidence for Section IV as appropriate</li> <li>○ The evidence within each subfolder should be PDF document with appropriate filenames following the file naming convention</li> </ul> <p>Note, the candidate should provide the reviewers evidence for each piece of externally refereed scholarship listed</p> <ol style="list-style-type: none"> <li>1. <i>Evidence of Externally Refereed Publications</i> (subfolder)</li> </ol>

	<p>2. <i>Evidence of Externally Refereed Grants and Contracts</i> (subfolder)</p> <p>3. <i>Evidence of Externally Refereed Patents, Software, or Hardware System</i> (subfolder)</p> <p>4. <i>Evidence of Other Professional Development</i> (subfolder)</p> <p>5. <i>Evidence of Work in Progress</i> (subfolder)</p>
<p>Folder: <b>Section V – Service</b></p> <p>Contents:</p> <p>A. Service Activities (Subfolder)</p> <p>1. List of Service Activities (PDF)</p> <p>B. Supporting Documents for Service (Subfolder)</p> <p>1. Evidence of Service to Community (subfolder)</p> <p>2. Evidence of Service to Institution (subfolder)</p> <p>3. Evidence of Service to Profession (sub-folder)</p> <p>4. Evidence of Other Service (subfolder)</p>	<p><b>V – Section V Service</b></p> <p>The candidate will upload 1 PDF file into A. Service Activities folder and will populate the subfolders in B. Supporting Documents for Service as necessary.</p> <p>A. Service Activities folder</p> <ul style="list-style-type: none"> <li>○ The candidate uploads a reverse chronological list of service activities, specifying the dates of each activity, designating the type of activity, and one’s role in the service <ul style="list-style-type: none"> <li>● Break this listing into the four sections based on service Area A-D as outlined in the COSM Performance Guidelines.</li> <li>● Where appropriate, link the names of each activity to the evidence which should be in PDF format and located in the evidence folders</li> <li>● This PDF should be titled: 1. <i>ListOfService.pdf</i></li> </ul> </li> </ul> <p>B. Supporting Documents for Service Subfolder contains evidence of service areas as outlined in the CoSM Tenure and Promotion Application Form.</p> <ul style="list-style-type: none"> <li>○ For instance, committee assignment documentation, copies of meeting minutes, or copies of products developed may be included. The evidence within each subfolder should be PDF documents with appropriate filenames following the file naming convention.</li> </ul>