Promotion and Tenure eDossier Workshop for Coordinators
2015 – 2016 Review Cycle
Guiding Documents

- Department/School Operating Paper
- College Operating Paper
- The Collective Bargaining Agreement with the SIUC Faculty Association, IEA/NEA (Current – FY11-14)
- The Employees Handbook
  - Promotion Policies and Procedures for Faculty
  - Tenure Policies and Procedures
Reference Tools

- Associate Provost for Academic Affairs Promotion and Tenure website:
  
  http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html

- Provost’s Promotion and Tenure Dossier Preparation Guidelines – 2015
- eDossier Training and Creation Guide Documents
- eDossier Templates and Format Documents
- Sample eDossier by section
- Links to relevant forms
- Link to eDossier Course Request form
2015-2016 Deadlines

**University Level** deadline:
Friday, November 20, 2015

**College Level** deadline:
Will vary by college. Contact your dean’s office.

**Department/School Level** deadline:
Will vary by department/school. Consult with your chair/director.

College and Department/School deadlines may be driven by operating paper. **Know your operating papers.**
Overview of Process

- Open to Department/School Review
- Department/School Vote
- Chair/Director Recommendation
- Open to College Review
- College Vote
- Dean Recommendation

Deadline for submission to Provost: November 20, 2015
Responsibility for providing complete dossier to Dean rests with the **Chair/Director**, but this is a shared responsibility.

- The faculty member provides information and materials in support of their application
- The chair/director and faculty member work together to create the final dossier

Depending on department/school practice, coordinators **may** be responsible for:

- collecting/preparing front matter and collecting letters of evaluation
- assisting Faculty with the creation of the PDF documents
- uploading dossier sections to D2L
Coordinators Responsibilities

**Department/School Level**

- Requesting eDossier Course Shell from D2L through online course
  - ONLY department coordinators (chair/director and support staff) may request a course shell
  - No more than two coordinators per dossier at department/school level

- Faculty members
  - *may* be given access to D2L course once created, depending on department/school practices and norms
  - *may not* have access to confidential materials in the dossier
  - Access must be removed *BEFORE* confidential materials are uploaded

- Providing access to department/school committees
- Requesting the transition from department/school to college level once department level review is completed
Coordinators Responsibilities

**College Level**

- No more than two coordinators at college level
- Providing access to college committee(s)
- Depending on college practices and norms may be responsible for uploading material to D2L
- Requesting the transition from college to University level once college level review is completed
Maintaining Integrity

The digital dossier (eDossier) is the OFFICIAL dossier

- All reviewers should see the same materials
- Paper dossiers should not be utilized for any portion of the official review process
- Supplemental materials may be in paper/hard copy form
  - Department/School and College level reviews only
  - Do not send paper to University (Provost) level
- Dossier is, by past practice, locked after Department/School review begins. BUT...
Zone of Possibility

Deadline for submission to Provost:
November 20, 2015

Open to Department / School Review

Department / School Vote

Open to College Review

Chair/Director Recommendation

Dean Recommendation

College Vote
eDossier Specific Sections

- Promotion and Tenure Review Summary Recommendations
- Section I – Candidate Information
- Section II – Letters of Recommendation and Review
- Section III – Position Information
- Section IV – Teaching
- Section V – Research/Creative Activity
- Section VI – Professional Service
- Supplemental Materials
Promotion and Tenure Review Summary Recommendations

Promotion and Tenure Review Form

- Available from eForms repository (direct link on APAA website)
- Updated for 2015
- Must be signed by appropriate administrator before dossier is moved to next level
- Digital signature is preferred
- Uploaded at each level after committee vote and administrator recommendation

Known problem:
- Form sometimes shows as unavailable in D2L
- Suggest that form be emailed to college/university coordinator in addition to being posted in D2L
Section I – Candidate Information

Single PDF file containing:

- eDossier Cover Page (*template*)
- Candidate Confidentiality Statement (*form*)
  - Should be signed *BEFORE* solicitation of external letters
  - Must be dated
- Candidate Verification of Dossier (*form*)
  - Must be completed *BEFORE* opening for departmental review
  - Must be dated
- Basic Information (*template*)
- Curriculum Vitae (*template*)
Section II – Letters of Recommendation and Review

Three sub-modules

No more than two PDF files in each sub-module containing:

- **Dean’s Letter of Recommendation**
  - Completed **AFTER** college committee review
  - If there is a rebuttal letter to a negative recommendation, upload as a separate PDF

- **Chair/Director’s Letter of Recommendation**
  - Completed **AFTER** department/school committee review
  - If there is a rebuttal letter to a negative recommendation, upload as a separate PDF

- **Annual Review Letters**
  - Only for candidates without tenure
  - If there are rebuttal letter(s) to a negative review(s), include in the single PDF
Section III – Position Information

**Single** PDF file containing:
- Position advertisement and/or description for the search that resulted in the hire of the candidate
- Offer letter and related side letters to the candidate
- Annual workload assignments
  - Summary of assignment over review period
  - Candidates holding tenure should only include assignments from last promotion/tenure award to present
- Operating Papers
  - Department/School and College must be included for all levels of review
  - Only include section(s) relevant to promotion and/or tenure
  - Must be dated
Section IV – Teaching

Two sub-modules

Single PDF file in each sub-module containing:

- Evidence of Teaching sub-module:
  - Reflective statement from candidate
  - ICE Scores
    - Provide a summary table
    - Provide information on department/school or college norms
  - List of undergraduate and graduate students advised
  - List of teaching awards/honors

- Evaluations of Teaching sub-module:
  - Student letters solicited by Chair/Director and delivered directly to him/her
  - Peer Evaluations of Teaching
Section V – Research/Creative Activity

Two sub-modules

- **Single** PDF file in each sub-module containing:
  - Evidence of Research/Creative Activity sub-module:
    - Reflective statement from candidate
    - Evidence and Evaluation of Research/Creative Activity chart
    - Funded Research chart
    - List of patents and other key distinctions
    - List of research/creative activity awards and honors
  - Evaluations of Research/Creative Activity sub-module:
    - Sample letter of solicitation to include list of material provided to reviewer
    - Reviewer Introductions with coding information
    - External letters solicited by Chair/Director and delivered directly to him/her
Section VI – Professional Service

Two sub-modules

Single PDF file in each sub-module containing:

- Evidence of Professional Service sub-module:
  - Reflective statement from candidate
  - List of service activities organized by University, Profession, and Community
  - List of service awards and honors
  - May include no more than five letters of acknowledgement/appreciation

- Evaluations of Professional Service sub-module:
  - Not required by University standards; may be required by department/school and/or college operating paper
  - Should be formatted/ordered as Evaluations of Research/Creative Activity
Supplemental Materials

- Include materials that:
  - Are unique to/required by department/school or college
  - Faculty member wishes to include in addition to required materials
- Materials may be hyperlinks to external sites (e.g., YouTube, galleries, faculty website, etc.)
- eDossier Course Shell may be modified to add sub-modules **in this module only**

*Do not include any required materials in this section*
Creating the Documents

- Templates on the Associate Provost P&T website
  - PDF versions
  - Word versions (NEW in 2015)

- **Use and Ordering of P&T Dossier Section Templates**
  - Step-by-step walkthrough of documents and templates to use in each section.
  - Create it all in Word and save as PDF OR combine PDFs – your choice!

- **Sample eDossier**
  - Associate Provost P&T website
  - D2L Dossier Example 2015
Uploading to D2L

- Create the files using the templates first
- Use the eDossier Naming Guide to name the files
  - Provides easy verification that files are in the appropriate D2L location
  - Provides easy confirmation that all files are included
  - Provides consistency for archival purposes
- Drag and Drop files into the appropriate module/sub-module
- Open the file to confirm readability/accessibility
- Save a complete copy of the final eDossier documents locally
  - Save confidential files separately as appropriate
- You are done!
**Do’s and Don’ts**

**DO**
- Know your deadlines
- Give yourself enough time to double-check
- Read and utilize the provided materials and guides
- Refer to sample eDossiers
- Ask your fellow coordinators for help
- Ask us for help

**DON’T**
- Add, remove, or rename modules/sub-modules, or otherwise modify D2L course shell
- Upload individual items to D2L
- Lock down, password protect, or otherwise restrict files uploaded to D2L
- Add additional materials to the D2L eDossier once the department/school has begun their formal review*
- Stress out!
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