

eDossiers 2016

READ ME

The 2016 Promotion and Tenure eDossier process has been slightly revised from 2015, based on feedback from faculty and departmental and college reviewers. It is our intention to provide a simple, consistent experience for this very important process. Please read this document and then proceed, as directed, to the other informational documents provided.

CONTACT

For questions regarding dossier content, organization, or related items, please contact the Office of the Associate Provost for Academic Administration at 618/536-5535 for assistance.

D2L technical assistance is available from the Center for Teaching Excellence (CTE) at 618/453-2258.

FILE INFORMATION

As noted in the Provost's [*Promotion and Tenure Dossier Preparation Guidelines – 2016*](#), the candidate and the chair/director of the promoting/tenuring unit work in concert to assemble the contents of the dossier and verify that the dossier is properly prepared. The dossier will be presented for secure review in a standardized digital format (via D2L). Candidates may wish to maintain a paper copy of the dossier in the department/school, or for their personal records.

Paper dossiers should not be sent forward to the college or provost level.

In order to assist with the preparation of the eDossier and to ensure material is presented in a manner conducive to evaluation and consistent with University standards, a number of templates and procedural documents have been created to guide the creation and submission of the eDossier. **Please do not lock down, password-restrict, or otherwise limit PDF files used in the eDossier.** The use of D2L provides confidential, restricted access to the files submitted. Your cooperation is appreciated.

A list and brief explanation of the documents and their intended use follows.

- *Use and Ordering of P&T Dossier Section Templates – updated for 2016-2017 cycle*
 - Provides specific guidance for the creation and modification of PDF files for submission to D2L.
 - Includes organizational guidance for all sections and items required by the *Employees Handbook* and guidance for additional departmental or college required materials.
 - Should be utilized by anyone working on the eDossier.

- *eDossier Naming Guide* – **updated for 2016-2017 cycle**
 - Provides specific nomenclature guidelines for all eDossier materials.
 - Should be utilized by anyone working on the eDossier.
- Section Templates and Document Templates – **updated for 2016-2017 cycle**
 - **Section templates** provide the required PDF templates as outlined in the *Use and Ordering* guide. Word templates are also available.
 - **These documents will be used to create the eDossier.**
 - **Document templates** provide the format guidelines and templates for specific documents that are to be included in the eDossier.
 - All documents should be converted to PDFs prior to their inclusion in the D2L eDossier.

Training documents are also provided for general use:

- *Creating eDossiers in Adobe Acrobat Professional*
 - Available for those who require assistance in manipulating PDF documents.
 - Provides instruction on adding, substituting, deleting, rotating, and finalizing documents.
 - To be used in conjunction with the *Use and Ordering of P&T Dossier Section Templates* and PDF templates as necessary.
 - PDF creation programs other than Adobe Acrobat Professional may be used.
- *eDossier QuickGuide* – **updated for 2016-2017 cycle**
 - Visual guide available for those who require assistance in manipulating D2L content.
 - Provides instruction on accessing and adding materials to D2L course.
 - Should be utilized by anyone working on the eDossier in D2L.
- *eDossier Handout* – **updated for 2016-2017 cycle**
 - Textual guide available for those who require assistance in manipulating D2L content.
 - Provides instruction on accessing and adding materials to D2L course.
 - Provides instruction on adding and removing users (e.g., reviewers) to D2L course.
 - Should be utilized by those with Project Coordinator or Instructor roles working on the eDossier in D2L.