

Promotion and Tenure: Workshop for Coordinators

Associate Provost for Academic Administration
August 2017

GUIDING DOCUMENTS

- Department/School Operating Paper
- College Operating Paper
- The Collective Bargaining Agreement with the SIUC Faculty Association, IEA/NEA (Current - FY17-FY18)
- The 2016 Employees Handbook
 - [Promotion Policies and Procedures for Faculty](#)
 - [Tenure Policies and Procedures](#)

Changes in CBA and P&T Policy

- ❖ Clarifications to Grievance Procedures.
- ❖ Streamlining / Reorganization of CBA provisions.
- ❖ Chair/Director must hold rank to which candidate aspires.
- ❖ Workload assignment taken into account during P&T review.
- ❖ College committee members who are from candidate's department must recuse fully from discussion of case.
- ❖ Any rebuttal to a negative recommendation must be submitted to the Board representative who made the negative recommendation within ten (10) calendar days after the Faculty member's receipt of the written recommendation

RESOURCES

➤ Associate Provost for Academic Administration Promotion and Tenure website:

<http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html>

- ✓ Provost's Promotion and Tenure Dossier Preparation Guidelines - 2017
- ✓ 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

The screenshot shows the Southern Illinois University website page for Promotion and Tenure Information. The page is titled "Promotion and Tenure Information" and is part of the Provost's Office. It includes a navigation menu on the left with links to Home, Academic Leadership Toolkit, Program Changes (Article-9), Promotion and Tenure Information, Promotion and Tenure Workshops, eDossier Templates and Format Documents, eDossier Training and Creation Guide Documents, Sabbatical and Leaves of Absence Information, and Contact Us. The main content area is titled "All documents are PDF files unless otherwise indicated:" and lists several key documents and deadlines:

- Provost's Promotion and Tenure Dossier Preparation Guidelines – 2017 **updated May 5, 2017**
 - CBA Article 13 - Promotion and Tenure
 - Promotion Policies and Procedures for Faculty
 - Tenure Policies and Procedures
- 2017-18 eDossier Course Request Form

Key deadlines are highlighted in a dark box on the right:

- Friday, November 17, 2017 - eDossier due to University (Provost) level
- March 2018 - Provost recommendations on promotion and/or tenure communicated to Faculty
- May 2018 - Board of Trustees ratifies positive recommendations

Additional information includes links to eDossier Training and Creation Guide Documents, eDossier Templates and Format Documents, and a section titled "2017-2018 Deadlines To Remember" which lists the following steps and deadlines:

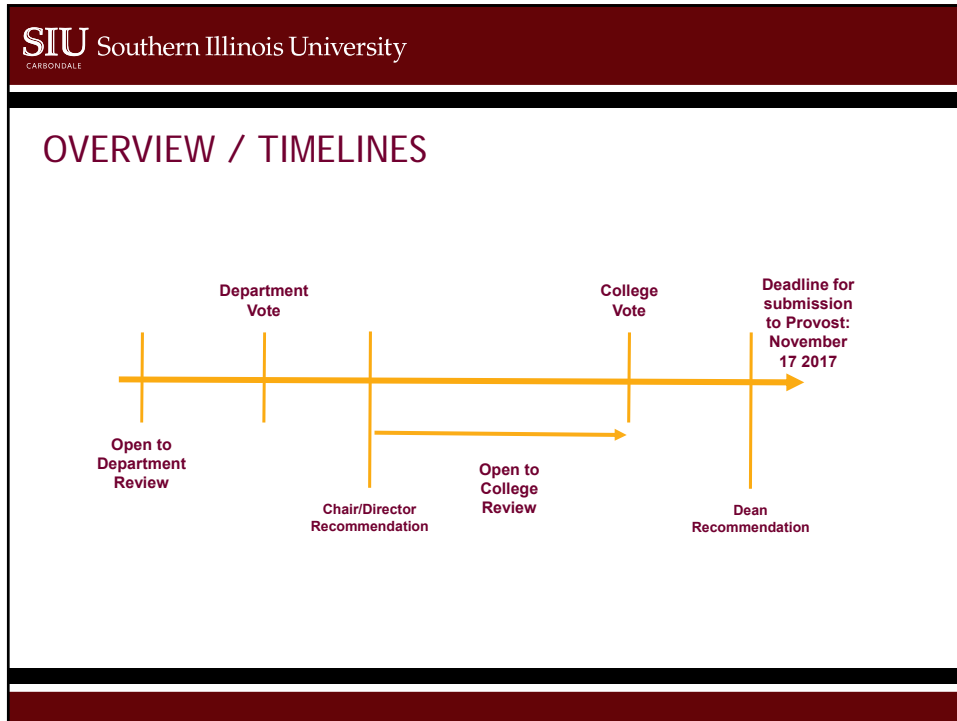
- eDossier completed and submitted for Department/School Review - Varies by Department/School, check with your Chair/Director
- eDossier review completed at unit level and submitted for College Review - Varies by College, check with your Dean's office
- eDossier review completed at college level and submitted for University (Provost) Review - **Friday, November 17, 2017**
- eDossier review completed at University (Provost) level and positive recommendations submitted for Board of Trustees Approval - **March 2018**
- Board of Trustees ratifies positive recommendations - **May 2018**

Contact information for the Provost and Vice Chancellor for Academic Affairs is provided at the bottom left, including the address (1265 Lincoln Drive, Anthony Hall - SAC 4305, Carbondale, Illinois 62901), phone number (618-453-5744), fax number (618-453-1478), email (provost@siu.edu), and social media icons for Facebook, Twitter, and Instagram.

The slide is titled "2017-2018 Deadlines" and provides the following information:

- ❖ Provost Level Deadline: **November 17, 2017**
- ❖ College Deadline: Will vary by college.
- ❖ Department / School Deadline (Will vary by department/school)
- ❖ *College and Department/School deadlines may be driven by operating paper.*

Know Operating Paper Provisions !



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EDOSSIER DEVELOPMENT

- 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

- Requesting eDossier Course Shell from D2L
 - Once link is live, complete request form and submit online
 - ONLY department/school 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

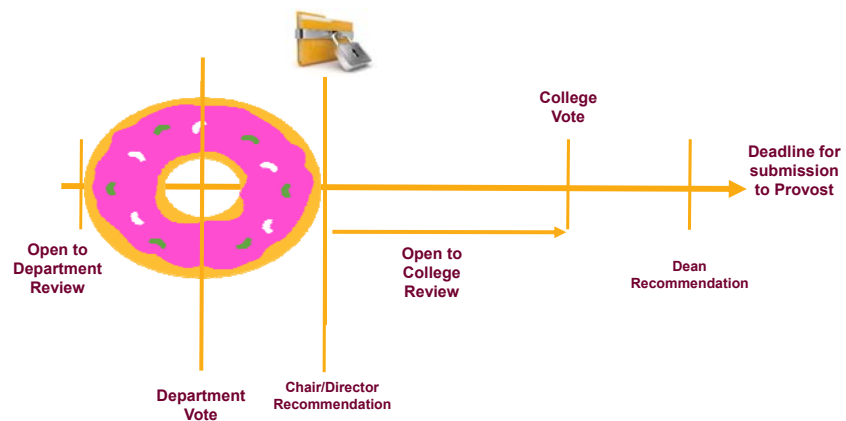
COLLEGE LEVEL COORDINATOR RESPONSIBILITIES

- 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

MAINTAINING INTEGRITY

- Digital Dossier is the official Dossier
- All SIUC 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
- When is Dossier Locked??

The Tale of the Donut



E-Dossier Structure

- 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 FORM

- ❖ Available from eForms repository (direct link on APAA website)
- ❖ 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 pening 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 and vote
 - 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 and vote
 - If there is a rebuttal letter to a **NEGATIVE** ecommendation, upload as a separate PDF
- Annual Pre-Tenure Review Letters
 - Only for candidates without tenure (mandatory review and early promotion/tenure)
 - If there is a rebuttal letter(s) to a negative annual review(s), include in the PDF behind the annual review letter(s) being rebutted

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 should only include assignments from last promotion award to present
- Promotion and Tenure Section from 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; no raw data
 - 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
 - Letters delivered directly to Chair/Director
 - 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

Do not include any required materials in this section

- 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 section only.

CREATING THE DOSSIER DOCUMENTS

- Templates on the Associate Provost P&T website
 - PDF versions
 - Word versions
- *Use and Ordering of P&T Dossier Section Templates* guide
 - **GIVE YOURSELF OVER TO THE GUIDE !**
 - 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

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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!

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D2L (SIU ONLINE/DESIRE 2 LEARN)

SIU Southern Illinois University | Dossier Master 2017

My Home Course Home Content Resources Communication Assessments Help Course Admin

Dossier Master 2017

Announcements
There are no announcements to display. [Create an announcement.](#)

Updates
There are no current updates for Dossier Master 2017

Calendar
Monday, August 7, 2017


Upcoming events
There are no events to display. [Create an event.](#)

Content Browser
Bookmarks Recently Visited

- Promotion and Tenure Review Summary Recommendations >
- SECTION I - Candidate Information >
- SECTION II - Letters of Recommendation and Review >
- SECTION III - Position Information >
- SECTION IV - Teaching >

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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

- x Add, remove, or rename modules/sub-modules, or otherwise modify D2L course shell
- x Upload individual items to D2L
- x Lock down, password protect, or otherwise restrict files uploaded to D2L
- x Add additional materials to the D2L eDossier once the department/school has begun their formal review*

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Associate Provost for Academic Administration

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Office Website: <http://pvcaa.siu.edu/academic-administration/index.html>