

TENURE AND PROMOTION PROCESS
AND
VOLUME I ONLINE IN A PROTECTED ACCESS SITE

1. Faculty member creates dossier and shares it with chair and/or dean for “completeness” suggestions.
2. Faculty member prepares an electronic copy of Volume I and places it on a “jump” drive.
3. Faculty member gives the jump drive with the pdf copy of Volume I to his/her College Coordinator to upload to the CMS.
4. College Coordinator notifies faculty member when his/her Volume I has been uploaded to the protected website, faculty member verifies its existence, and notifies the College Coordinator either that there is a problem (which will require the College Coordinator to re-post) or that he/she has verified its existence. (Note: Faculty member will have access to his/her own Volume I throughout the entire T&P process, department through provost levels.)
5. Following verification from the faculty member, the College Coordinator notifies the faculty member’s department chair that Volume I of the dossier is ready for review by the Departmental Personnel Committee and the chair, and provides access information.
6. Faculty member gives Volume II of the dossier, with the F2.11 form (with the appropriate data elements filled in) placed in the front “pocket” of the 3-ring notebook, to the department chair for distribution to the Departmental Personnel Committee. (Note: If the 3-ring notebook has no “pocket,” the faculty member will punch holes in the F2.11 form and place it in the front of the notebook.) Volume II with the F2.11 form updated at each stage, is forwarded to each review level, in turn, until it reaches the Office of the Provost. The provost will provide the

University Personnel Committee with the F2.11 and place Volume II in Library 717 for its review.

7. Following the two reviews at the department level, any external letters of evaluation/recommendation sent directly to either the chair of the Department Personnel Committee or the department chair, as well as the evaluation memoranda of the Departmental Personnel Committee and the department chair – which will have been considered by those two entities – are forwarded (in “hard” copy format) to the dean along with Volume II and the updated and signed F2.11 form. Any evaluation/recommendation letters sent directly to the faculty member and any evaluation/recommendation letters provided by department faculty due to the inability to form a departmental committee and resulting in the College Personnel Committee being the originating body for the promotion/tenure action, must be scanned and placed on the Volume I website during Step 2 above in the former case, and provided by the faculty authors to the College Coordinator for scanning and placement on the website during Step 2 in the latter case.

8. The College Coordinator scans the evaluation memoranda from the Department Personnel Committee and the department chair and posts them to the Volume I website. The College Coordinator scans any evaluation/recommendation letters sent directly to the chair of the Department Personnel Committee or the department chair and places them in a protected file, available to the reviewing bodies but not the faculty member. There will be a list of the authors of such documents posted to the Volume I website. (Note: The College Coordinator will send the original “hard” copies of these letters to the provost.)

9. The College Coordinator then will notify the dean that Volume I of the candidate’s dossier is available for review by the College Personnel Committee. At that time, the dean will provide the College Personnel Committee with Volume II of the dossier, which also contains the F2.11 form, which will have been completed and signed by the chair of the Department Personnel Committee and the department chair.

10. Following the reviews by the College Personnel Committee and the dean, the evaluation memoranda completed by these two bodies will be scanned to the Volume I website by the College Coordinator. The College Coordinator will inform the provost that Volume I of the dossier is ready for review by the University Personnel Committee, and provide access information. Following the completion of his/her review, the dean will transmit Volume II of the dossier along with the signed F2.11 form to the Office of the Provost.

11. After completion of the reviews at the department level, any additional items which the faculty member or one of the review bodies wishes to have included in the dossier for consideration by higher level review bodies (e.g., late verification of a publication or a grant by the faculty member, late arrival of an external letter of evaluation/recommendation by a committee) must be submitted to the provost for inclusion in the dossier. In the latter case, the faculty member will be advised of any documents added.

NOTE: “Added, scanned, or appended to the Volume I website” means uploaded to the CMS and published by someone in the Office of Web Communication.