

PROCEDURES FOR ELECTRONIC DOSSIER SUBMISSION
Full Evaluations for Promotion/Full Professor Salary Adjustment
2023-24

Two folders will be set up for each faculty member undergoing a full evaluation process: Faculty Submission Folder and an Evaluation Review Folder. The following is the protocol for the electronic submission of materials for faculty members, personnel committees, DH/SD, and Deans.

Faculty Member:

Faculty Submission Folder

Faculty member will get an email to allow access to the Faculty Submission Folder starting on February 1. **The Faculty member should be the only person with access during this time and should NOT give access to anyone else.** Faculty should submit their materials (except for responses) by Thursday, February 1 by 11:59 pm. In this folder, the faculty member will upload the following:

- Application for Promotion/Full Professor Salary Adjustment
- Narrative
- All supporting documentation, and
- Responses to evaluation narratives/ratings, if applicable.

Please use the following format when saving your documents. This makes it easier to locate your documents:

- Last Name, First Name - Application
- Last Name, First Name - Narrative
- Last Name, First Name - Supporting Documentation
- Last Name, First Name - Responses respective level of evaluation (ie: PC, DH/SD, Dean - if applicable)

After the faculty member receives and reviews the Personnel Committee's narrative, should the faculty member decide to provide a response or provide additional materials which the PC may have noted were missing, the faculty member has 10 working days from the date when they received the PC evaluation to upload the response and additional materials to the Faculty Submission Folder, which will be date stamped. The response does not go back to the Personnel Committee instead it goes forward to the next levels of evaluation. The PC will not be able to view the response and additional materials submitted after they upload their review.

The same applies to the DH/SD narrative, if the faculty member has a response to the DH/SD narrative, the faculty member has 10 working days from the date when they received the DH/SD evaluation to upload the response and the additional materials to the Faculty Submission Folder, which will be date stamped. The response does not go back to the DH/SD instead it goes forward to the next levels of evaluation. The DH/SD will not be able to view the response and additional materials submitted after they upload their review.

The same applies to the Dean's narrative, if the faculty member has a response to the Dean's narrative, the faculty member has 10 working days from the date when they received the Dean's evaluation to upload the response and the additional materials to the Faculty Submission Folder, which will be date stamped. The response does not go back to the Dean instead it goes forward to the next levels of evaluation. The Dean will not be able to view the response and additional materials submitted after they upload their review.

Evaluation Review Folder

Faculty members will have View Only access to the Evaluation Review Folder, which will eventually house the narratives from the faculty member, PC, DH/SD and Dean, any responses, along with the faculty member's Application for Evaluation and the Recommendation Summary which indicates the ratings given to the faculty member. Faculty member will have access to view this folder throughout the process.

Personnel Committee:

Will get an email to allow access to the Faculty Submission Folder and the Evaluation Review Folder. Starting on February 2, the Evaluation Review folder will contain the faculty member's narrative, and application for Reappointment or Tenure. The supporting documentation can be viewed in the Faculty Submission Folder.

As per the contract, the Personnel Committee will review the faculty member's narrative and supporting materials. The committee will put their review of the faculty member in a written narrative and upload by Wednesday, February 14.

Please use the following format when saving your documents. This makes it easier to locate your documents:

- Last Name, First Name – PC Narrative

The Chair of the PC committee will email the faculty member the PC narrative, upload the PC narrative evaluation into the Evaluation Review Folder and email the DH/SD and copy Kathy Stacey that their evaluation is completed. The DH/SD will work with the PC chair to complete the Recommendation Summary Form.

After the PC Chair has uploaded the narrative, the Personnel Committee members' access to the Evaluation Review Folder and the Faculty Submission Folder will be removed.

DH/SD:

Will get an email to allow access to the Faculty Submission Folder and the Evaluation Review Folder.

You should receive an email from the Personnel Committee Chair informing you that their evaluation is complete. If not in the Evaluation Folder, remember to check the Faculty Submission Folder to see if the faculty member submitted a response and/or additional information since the PC review.

Please use the following format when saving your documents. This makes it easier to locate your documents:

- Last Name, First Name – DHSD Narrative
- Last Name, First Name – DHSD Rec Summary

DH/SD will email the faculty member their narrative, upload their narrative evaluation and the completed Recommendation Summary Form with ALL NECESSARY SIGNATURES into the Evaluation Review Folder and email the Dean and copy Kathy Stacey that their evaluation is completed by Monday, March 18. Once submitted, access to the Evaluation Review Folder and Faculty Submission Folder will be removed.

Dean:

Will get an email to allow access to the Faculty Submission Folder and the Evaluation Review Folder.

You should receive an email from the DH/SD informing you that their evaluation is complete. If not in the Evaluation Folder, remember to check the Faculty Submission Folder to see if the faculty member submitted a response and/or additional information since the DH/SD review.

Please use the following format when saving your documents. This makes it easier to locate your documents:

- Last Name, First Name – Dean Narrative
- Last Name, First Name – Dean Rec Summary Signed

Dean will email the faculty member their narrative, upload their narrative evaluation and the completed Recommendation Summary Form into the Evaluation Review Folder and email Kathy Stacey that their evaluation is complete. Once submitted, access to the Evaluation Review Folder and Faculty Submission Folder will be removed.