



COLLEGE of the ARTS  
VALDOSTA STATE UNIVERSITY

## **Policies and Procedures for Tenure, Promotion, and Evaluation of Faculty**

### ***College of the Arts Digital Preparation and Submission Guidelines***

The COA uses Microsoft Teams to submit and review all personnel actions:

The COA digital submission and review process aids faculty applicants undergoing a personnel action or review, as well as the individuals reviewing the materials, by enabling multiple individuals to access candidate materials simultaneously.

Permissions to the digital files are set and monitored by the COA Associate Dean throughout the review process.

#### **Summary**

A Microsoft Teams folder will be created by the COA Dean's Office for each faculty member with upcoming personnel actions, where they will upload their documents. Faculty will be notified when the folders are available to submit materials for their personnel action.

Deadlines to upload files and review materials will follow the timeline posted on the COA faculty resources website.

This document serves as a supplemental guide to the **COA Policies and Procedures for Tenure, Promotion, and Evaluation of Faculty**.

#### **Uploading Responsibility**

Individual faculty members are responsible for uploading all files, except for items indicated in the outline below. Faculty candidates will not be able to modify their files after the access end date. If changes to the files are requested, the department head, the chair of the college personnel committee, or their designee will upload additional documents when appropriate.

#### **Technical information regarding folder and file naming, file size, organization, uploading, etc.**

- The following characters are not supported in folder or file names: ~ " # % & \* : < > ? / \ { | }  
}
- The following names are not allowed for folders or files: **.lock, CON, PRN, AUX, NUL, COM0 - COM9, LPT0 - LPT9, \_vti\_, desktop.ini**, any filename starting with ~\$.
- Total file size (total of ALL files combined) should be kept under **5 GB maximum**.
  - Large media files should be linked externally.
- Files and documents should be saved in **PDF file format** whenever possible and **must be viewable without specialized software**.
- Hyperlinks to media files, direct URL links to websites, YouTube/Vimeo websites or media channels, etc., should be saved within a PDF document. Provide an annotated list or a summary of the linked items to help the reviewer understand what they are about to see.
- When saving and naming files or additional subfolders, please start all file or subfolder

names with *01-Name, 02-Name, 03-Name, 04-Name*, etc., to maintain the order of files within each folder. This will allow for individual file naming preferences.

- Faculty candidates should save all files on a local computer – **and backup all files** – prior to uploading files to the Teams folders.
- Folders that faculty leave intentionally empty should be re-named by adding the word “empty” to the folder name.

### Permissions and Access to Teams Folder(s)

The COA Associate Dean is responsible for adjusting permissions to each faculty candidate’s folder at each stage of review. The Associate Dean will have access to faculty folders throughout the personnel review process. Faculty candidates will have “editorial access,” all other reviewer permissions will be set to “View Access”. This means reviewers can view pages and documents but cannot edit, alter, download, upload, print, or share files. Access start and end dates in the table below are based on the timeline posted by the Division of Academic Affairs.

Access dates may be modified by the COA Dean’s office due to changes in university policy or under extenuating circumstances. If an access end date falls on a holiday, Teams access will end at close of business on the next business day. Faculty candidates may request access for others to review their materials by sending an email request to the COA Associate Dean.

	Access Start Date	Access End Date, by 5:00 PM (EST)
CoA Associate Dean	End of Spring Semester	After Action is Complete
Faculty Member	End of Spring Semester	4 <sup>th</sup> Wednesday in August
Dept. Personnel Committee	4 <sup>th</sup> Wednesday in August	2 <sup>nd</sup> Wednesday in September
Department Head	2 <sup>nd</sup> Wednesday in September	1 <sup>st</sup> Wednesday in October
CoA Personnel Committee	1 <sup>st</sup> Wednesday in October	4 <sup>th</sup> Wednesday in October
CoA Dean	4 <sup>th</sup> Wednesday in October	4 <sup>th</sup> Friday in November
University Committee (UTPC)	1 <sup>st</sup> Wednesday in December	1 <sup>st</sup> Monday in February
Provost & VPAA	1 <sup>st</sup> Wednesday in December	2 <sup>nd</sup> Monday in March
President	1 <sup>st</sup> Wednesday in December	4 <sup>th</sup> Monday in March

### Accessing Teams Folders

Access Teams folder(s) to upload materials by signing into your **MyVSU account** on the VSU home page.

A direct link to your Teams folder will be shared via email. You may also access the folder by following the steps below:

1. Click on the *Email* link in the red band on the left of the page.
2. Click the *9 dots* box (App launcher) in the upper left corner above the new message button.
3. Click *Teams*.
4. Click *CoA Tenure and Promotion Teams*.
5. Click *Tenure and Promotion Documents > Shared*.
6. Locate your folder. It will be titled with your name and the academic year (e.g., Joe Smith 2020-21)

---

For additional information or questions, contact the COA Associate Dean.