



COLLEGE of the ARTS
VALDOSTA STATE UNIVERSITY

Policies and Procedures for Tenure, Promotion & Evaluation of Faculty

COA Digital Preparation/Submission Guidelines

The COA uses Microsoft OneDrive to submit/review all personnel actions:

- Pre-tenure, tenure, or post-tenure review
- 3rd/5th year review
- Promotion actions (Assistant, Associate, and Full Professor; Senior Lecturer, etc.)

The COA digital submission and review process aids all faculty applicants undergoing a personnel action/review, as well as the individuals reviewing the materials by allowing remote/digital access to candidate materials by multiple individuals, simultaneously. Permissions/access to the digital files are set and monitored by the COA Associate Dean throughout the review process/timeline in fall/spring semesters.

Summary

Each faculty member with upcoming personnel actions will have a Microsoft OneDrive folder created by the COA Dean's office to which individual faculty 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 at on the COA resources website listed below.

This document serves as a supplemental guide (crosswalk) to the **COA Policies and Procedures for Tenure, Promotion & Evaluation of Faculty** posted on the [COA resources website](#). At the end of this document you will find useful information from the UTPC session concerning information that should be in the dossier, helpful tips, and things to think about as you contextualize your teaching, scholarship and service.

Uploading Responsibility

Individual faculty members are responsible for uploading all files, except for items indicated in the outline below (such as recommendation letters; i.e. Personnel Committee, Head, Dean UTPC, etc.) 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.

Recommendation letters from personnel committees (department and college) will be uploaded by the chair of the personnel committee; the recommendation letter from the Department Head will be uploaded by the Department Head; and the recommendation letter from the Dean will be uploaded by the Dean. The University Committee (UTPC), the Provost, and the President will have the ability to upload letters; however, they may request assistance from the COA office to

provide access to a designee to upload the letters or the dean’s office will upload letters into the appropriate location.

Technical information regarding folder & file naming, file size, organization, uploading, etc.

- *Reference:* Invalid file names and file types in OneDrive and SharePoint
*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**.
Candidates should not upload unnecessarily large documents.
- Files/documents should be saved as a **PDF file format** whenever possible and must be viewable without specialized software (such as Avid, AutoDesk/AutoCAD, iRender, Adobe Photoshop, Illustrator, InDesign, Lightwave, Auralia, Pyware, Finale, Audacity, etc.)
- Hyperlinks to media files (audio/image/video), direct URL links to websites, YouTube/Vimeo websites or media channels, etc., should be saved within a PDF document. Provide an annotated list and/or a summary/overview of the linked items (with dates when possible), to help the reviewer understand what they are about to see, this will make the information more/easily accessible, and will provide much-needed context as well.
- When saving/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 OneDrive folders. **(See **Organization of OneDrive Folders** below)*
- Folders that faculty leave intentionally empty should be re-named by adding the word “empty” to the file name.

Permissions and Access to One Drive Folder(s)

The COA Associate Dean is responsible for adjusting permissions to each faculty candidate’s folder and 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 “*Restricted View*” which means – *an individual 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, OneDrive 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 the request via email to the COA Associate Dean.

	Access Start Date	Access End Date
CoA Associate Dean	End of Spring Semester	After Action is Complete
Faculty Member	End of Spring Semester	4 th Wednesday in August
Dept. Personnel Committee	4 th Wednesday in August	2 nd Wednesday in September

Department Head	2 nd Wednesday in September	1 st Wednesday in October
CoA Personnel Committee	1 st Wednesday in October	4 th Wednesday in October
CoA Dean	4 th Wednesday in October	4 th Friday in November
University Committee (UTPC)	4 th Friday in November	1 st Monday in February
Provost & VPAA	4 th Friday in November	1 st Monday in March
President	4 th Friday in November	4 th Monday in March

Accessing OneDrive Folders

Access OneDrive folder(s) to upload materials by signing into your **MyVSU account** on the VSU home page. **(A visual guide is included on pages 7-9)*

1. Click on the *Email* link in the red band on the top of the page.
2. Click the *9 dots* box (App launcher) in the upper left corner above the new message button.
3. Click *OneDrive*.
4. Click *Shared* (on the left panel).
5. Click *Shared with you* (one of two horizontal tabs).
6. Locate your folder. It will be your name, academic year (e.g., Jane/Joe Smith 2020-21)

*A direct link to your One Drive folder will also be shared via email.

Organization of OneDrive Folders

Policies Folder-VSU-COA-Submission Guidelines and Tips

01-VSU-tenure-and-promotion-policies-and-procedures.pdf *(preloaded)*

02-COA-t-p-policies.pdf *(preloaded)*

03-COA Digital Preparation-Submission Guidelines/Tips.pdf *(preloaded)*

--- SECTIONS I-V

All personnel applications should only include materials for the applied action, during the relevant time served at VSU; arranged in reverse chronological order. (For example, only materials since the last action, e.g., previous post-tenure or tenure, promotion to associate materials)

SECTION I

Cover Pages, Statement-Narrative, and CV

VSU Cover Forms

01-vsu-tenure-form-usg.docx *(blank form preloaded)*

02-vsu-promotion-form-usg.docx *(blank form preloaded)*

COA Statement of Purpose

03-COA-statement-narrative.docx *(blank form preloaded)*

Narrative on College form (with annotations to files and folder)

Curriculum Vitae (Please Load Into Folder)

04-LastName_FirstName_CV.pdf

VSU only items – reverse chronological order

For the relevant time/years served; reverse chronological order

SECTION II

Annual Evaluations of the Candidate &AFARAPs

Review Letters

Annual Evaluations (loaded by the candidate)

For the relevant time/years served, reverse chronological order

Annual Faculty Activity Report and Action Plans (AFARAP) (loaded by the candidate)

For the relevant time/years served, reverse chronological order

In cases of tenure, a pre-tenure response would be included. (loaded by the candidate)

In cases of promotion, a post-tenure response would be included when applicable. (loaded by the candidate)

Review Letters

(by Dept. Committee, Head, College Committee, Dean, UTPC as appropriate to action, etc.).

01-Department Personnel Committee Letter *(uploaded by committee chair)*

02-Department Head Letter *(uploaded by head)*

03-COA Personnel Committee Letter *(uploaded by committee chair)*

04-COA Dean Letter *(uploaded by Dean)*

05-University T-P Committee Letter *(uploaded by committee chair)*

06-Provost Letter *(uploaded by president or designee)*

07-President *(uploaded by president or designee)*

SECTION III

Teaching-Instruction and Student Learning

01-Student Opinion of Introduction (SOI) Data-Numeric Summary

(Sample Excel file preloaded)

02-SOI Student Comment Summary and Narrative-Reflections

(with annotations to folders and files)

03-Complete SOI results for all courses taught during review period

**include ALL numeric results and ALL student comments from SOI portal.*

- 04-Peer Review-Assessment(s) of Effective Teaching
- a. Narrative (with annotations to folders and files)
 - b. Peer review documentation with reflections

05-Sample Teaching materials

*Indicate Face-to-face course(s), Hybrid/Hyflex course(s), and/or Fully Online Include courses of each delivery format that applies to your teaching load. *You may add/organize separate folders/subfolders for each course.*

- A. Narrative
- B. Syllabus
- C. Course Schedule
- D. Sample Assignments
- E. Evidence of student learning
- F. Sample student work(s)
- G. Assessment(s)
- H. Teaching Innovations
 - i. Narrative and Summary data
 - ii. Samples

06-Course-Program Development and Revisions

- A. 01-Narrative (with annotations to files and folder)
- B. Summary data
- C. Samples

07-Instructional Planning and Development

- A. Narrative (with annotations to files and folder)
- B. Development plans
- C. Sample of development plan outcome/impact

08-Documentation for Reassigned Time or Release Time for Teaching

- A. Narrative (with annotations to folders and files)
- B. Support materials

SECTION IV

Scholarship-Professional Development-Research and Creative Productivity 01-09
Subfolders below are located within the MAIN FOLDER

01-Summary Chronological List of Scholarly and Creative Artifacts (Completed)

- A. Narrative (with annotations to folders and files)
- B. Indicate peer reviewed, juried, invitational, local, regional, national int'l, etc.

02-Summary of Other Scholarly Artifacts (Completed)

03-Summary of Scholarly and Creative Works In-progress or Under Contract

04-Professional Growth and Development

- A. Narrative (with annotations to files and folder)
- B. Sample of professional growth and development outcomes/impact
- C. List of accomplishments
- D. List of works in progress

05-Professional Scholarly and Creative Peer Reviews

06-Samples of Scholarly and Creative Work(s)

- A. Narrative (with annotations to files and folder)
- B. Sample of outcome/impact
- C. List of works in progress

07-Planning and Development

- A. Narrative (with annotations to files and folder)
- B. Development plans
- C. Sample of development plan outcomes

08-Grant Development

- A. Narrative (with annotations to files and folder)
- B. Sample of grant outcomes/impact
- C. List of grants in progress

09-Documentation for Reassigned Time or Release Time for Scholarly & Creative Works

- A. Narrative (with annotations to folders and files)
- B. Support materials

SECTION V

Service to the University and Community

01-08 Subfolders below are located within the MAIN FOLDER

01-Summary List of Service Activities

- A. Narrative (with annotations to files and folder)
- B. List of University, College, Dept. Service (with quality scope and impact)
Sample of outcome/impact
- C. List of Service to Profession and Community (with professional capacity quality scope and impact)
Sample of outcome/impact

02-Additional Service Evidence

03-Additional Service Evidence-Administrative

04-Advising

- A. Narrative (with annotations to files and folder)
- B. Sample of outcome/impact

05-Mentoring

- A. Narrative (with annotations to files and folder)
- B. Sample of outcome/impact

06-Service Planning and Development

- A. Narrative (with annotations to files and folder)
- B. Development Plans
- C. Sample of outcome/impact

07-Documentation for Reassigned Time or Release Time for Service

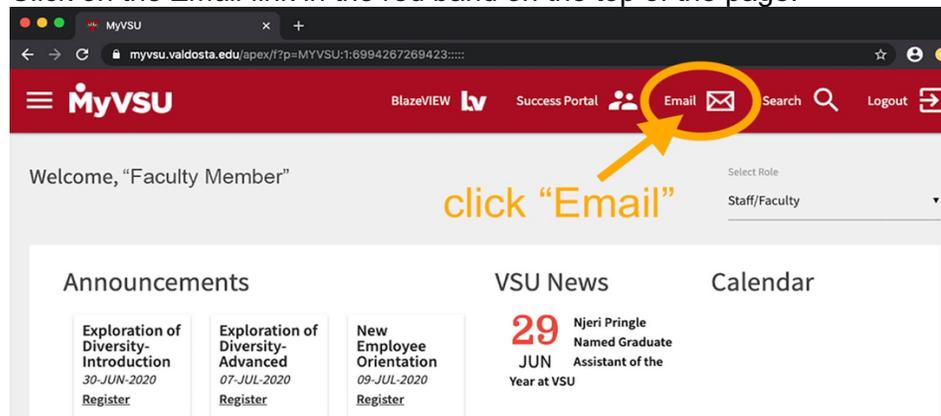
- A. Narrative (with annotations to folders and files)
- B. Support materials

08-Other Service Support Materials

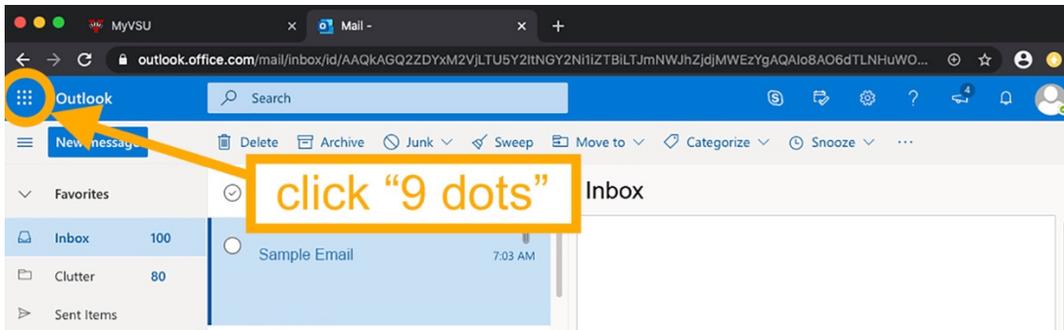
- A. Letters of performance review/reference
- B. Other materials

Accessing OneDrive Folders – Sign into your **MyVSU account** on the VSU home page.

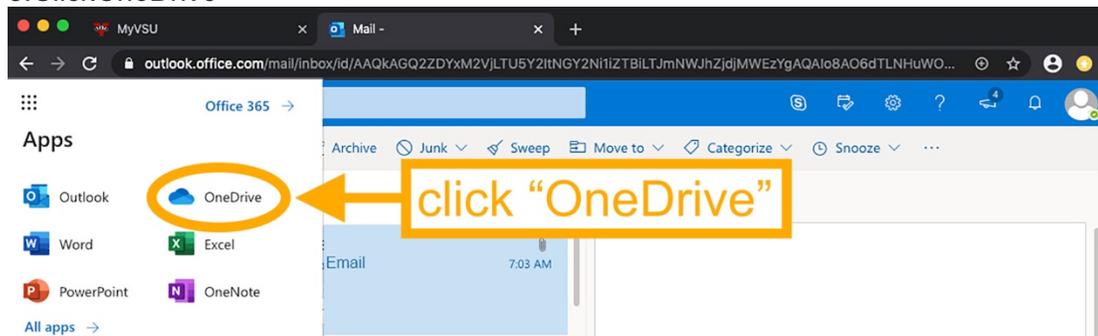
1. Click on the *Email* link in the red band on the top of the page.



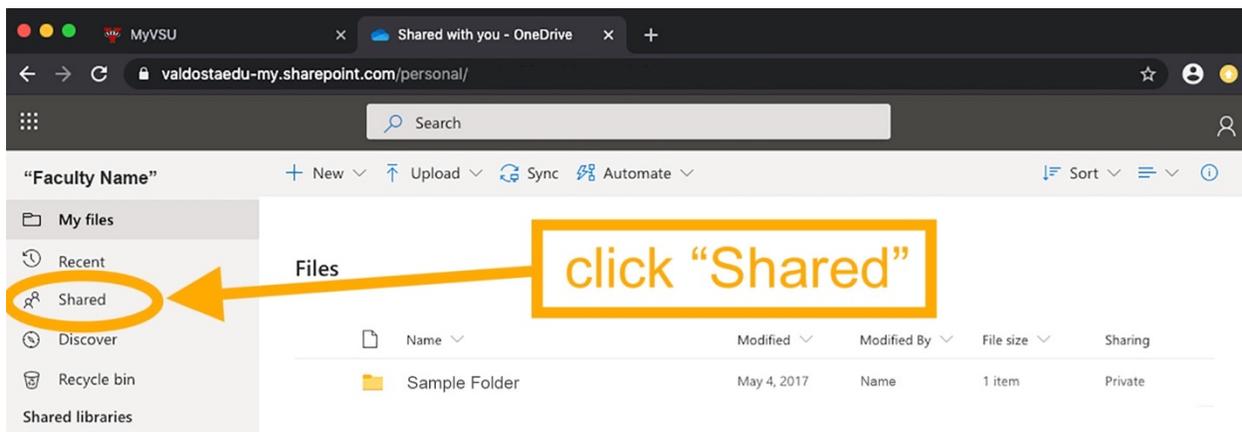
2. Click the 9 dots box (App launcher) in the upper left corner above the new message button.



3. Click OneDrive



4. Click *Shared* (on the left panel).



5. Click *Shared with you* (one of two horizontal tabs).

6. Locate your folder. It will be your name, academic year (e.g., Jane/Joe Smith 2025-26)

The image shows a browser window displaying a SharePoint 'Shared with you' page. The browser's address bar shows the URL 'valdostaedu-my.sharepoint.com/personal/'. The page title is '"Faculty Name" Shared with you'. The left sidebar contains navigation options: 'My files', 'Recent', 'Shared', 'Discover', 'Recycle bin', and 'Shared libraries'. The main content area is divided into 'Popular around me' and 'Shared with you' sections. The 'Shared with you' section contains a table with the following data:

	Name	Date shared	Shared by	Activity
	Sample Faculty "Your Name" Folder	xx/xx/xxxx	Michael Thomas Schmidt	Michael

Annotations include a yellow circle around the 'Shared with you' link in the top navigation bar, a yellow box around the text 'Locate your faculty folder', and two yellow arrows pointing from the box to the 'Shared with you' link and the folder entry in the table.

COA Tenure & Promotion Session Information

Tips & Suggestions to Prepare for a Personnel Action

Be familiar with the various Policy and Procedure documents, and the timeline set by VSU and your College: (The most up to date versions of these documents are available in the “Policies” folder of your digital dossier)

- Be organized, start early, and ask questions
- Start right now – develop a habit, into a routine, into a praxis.
- Set a schedule; update your CV, Teaching, Scholarship/Research, and Service accomplishments regularly. Know the timelines/deadlines; and don’t wait.
- Build and foster relationships. Communicate with your department head, departmental personnel committee, and faculty mentors – solicit input and guidance from outside your area and across the university as well.
- If your department has a mentor system for junior faculty, take the initiative, engage, and be involved. Seek input from those that have been successful before you. Timely, routine, consistent, useful formative feedback is critical.
- Assemble and organize materials routinely throughout the year. Save your digital files by category (Teaching, Scholarship & Service) and in reverse chronological order. Be strategic, develop & implement your plan, then reflect, assess, solicit feedback – “rinse and repeat.”

AFARAP and Annual Evaluation

- AFARAPS and Annual Evaluations have and will continue to play a critical role in determining future personnel actions (tenure, promotions, etc.), and merit awards (when available), as well.

Narrative(s), CV, Content, Organization; Assessment & Reflection(s)

- Follow the guidelines. Organize your files and follow their digital submission guidelines outlined above.
- Keep it clean. Your accomplishments should shine, not hide! Within each section, provide an overview/summary of the items in that section, with dates if possible. Provide an annotated list – to help frame what the reviewer is about to see, this will make the information more/easily accessible – and provide some much-needed context too. This summary list could be an expanded section from your CV. Structure your CV to follow the format of the P&T Policy; Teaching and Instruction, Scholarship and Research, and Service to the Institution, Community, Region and to your specific discipline/field/craft.
- Narrative: Don’t assume that everyone understands what you do. Utilize brief/succinct narrative to explain and support your materials. Not everyone comprehends/gets what a solo national exhibition means at the Whitney Museum, or an invitational performance at the Ashtabula Performing Arts Center, or a research article co-authored by 5 faculty regarding the recent fluctuating river cycles of the St. John’s River and its impact on single celled organisms related to molecular and cellular regulation of tissue specific growth response in marine mammals. Not everyone does what you do, so help the reviewers understand the significance/impact of your accomplishments. Brief narratives can and should provide the reader/reviewer with a good idea of what they are about to see throughout your materials. Never assume that a reader/reviewer will “connect all the dots and fill in the gaps” you may have left. Your narrative(s) should provide a succinct

overview of what the reader/reviewer is going to see in and throughout the materials that you assemble and submit.

- CV: Reverse chronological, reverse chronological, reverse chronological. The CV (in a personnel document) should look/function differently than a CV that is meant for a job application. No references are needed. Get in the habit –organize your CV in accordance with VSU, College, and Departmental personnel policies. Within your CV, it should be clear and easy to see your education, time of appointment, dates of pre-tenure/tenure or prior promotions, an overview of your teaching, research/scholarship, and service, (university, community, and service to your field) accomplishments. The following cannot be overstated/emphasized enough: *(Only include items accomplished in the timeframe relevant to the review period for pre-tenure, tenure, or promotion)**
*Unless you have been granted time towards tenure and/or promotion in writing, then include those years.
- Assessment of Teaching Effectiveness – SOI & Peer Review. SOI data and comments are important, regardless of low or high response rates. However, so are the written comments, context, reflection, plans and assessments based on those SOI(s). Look at the details as well as the summary number(s). Watch for trends, outlier comments and numbers; especially low numbers or critical/negative comments. Reflect and respond, plan and implement; do not ignore and dismiss, rather take the opportunity to address the results/findings.
- Analyze the data. Review your course grade distributions, and DFWI rates. Work with your department head and departmental peers/colleagues to regularly review and discuss these trends across common courses, especially CORE Impacts, Field of Study, and 1-2xxx courses. Reflect, assess, set goals, and act – then reassess – “rinse and repeat.”
- Routine peer review should take place throughout one’s career. Each college and department should have a process/procedure in place. Peer review doesn’t just mean a classroom visit, or a one-page letter/checkbox –“you’re a great teacher.” Peer review can be many things; a teaching circle or roundtable, (departmental or inclusive of faculty across departments/campus), review of course materials, student assignments/projects, grading procedures, demonstrations and communication techniques, etc. Peer review should provide meaningful feedback for you! Like a studio critique, a jury, an audition, a classroom discussion, it may not always be positive or glowing – however these things are all meant to be constructive, and to provide a framework for improvement. But that’s not the end, peer review means taking that feedback, implementing a plan/change, assessing the results/impact, reflecting on those results, and then refine, hone, improve, and share, then – “rinse and repeat.”
- Peer Reviewed Scholarship: Indicate research items that are peer reviewed, adjudicated, invitational, etc. When/if appropriate, provide the peer-review process regarding your accepted scholarship, submissions, acceptance rates, juror/external reviews, etc. Provide context/support as to the importance, impact, repute of the item/venue/event

Resources for Peer Review:

- [VSU Center for Excellence in Learning and Teaching:](#)
See CELT’s Recommendations for Teaching Observations
- Dr. Savoie, Dean of the Honors College published: “A Guidebook for Peer Evaluation.” It’s a great resource:
<https://www.valdosta.edu/colleges/arts/about/documents/peerevalguide.pdf>
- Another great resource – Vanderbilt’s Center for Teaching/Peer Review of Teaching:

Summary;

- Provide a clear and organized picture of what you do.
- Help the reader/reviewer understand all the great things that you do, as efficiently and as easily as possible.
- Try to envision someone that does not know your discipline, or your contributions/accomplishments as well as your colleagues/peers, head, or your college administration.
- Keep in mind the fatigue that readers/reviewers will have, not just within your materials, but overall – as these documents move to the department and college levels, then to the university committee/provost/president the readers/reviewers will be looking at many, many, many candidate materials, and they will likely not know your field/discipline very well – help them understand and navigate all your great work.
- Provide a roadmap to help the reader/reviewer stay on track, that will aid them on their journey; with a final destination of fully understanding all that you do and have accomplished – and how that has impacted VSU, your programs, and most importantly, our students.
- **It's a process**; you're an academic, a teacher, a researcher, you do a plethora of projects, scholarship, teaching innovation, and service. Take it in stride, keep calm and don't panic.

Teaching, Scholarship, and Service

Teaching/Instruction and Student Learning:

- Include an overview/summary/bulleted list of your Teaching, Instruction and Student Learning accomplishments. (1-2 p.)
- Consider providing an annotated list/narrative – to help frame what the viewer is about to see, this will make the information more/easily accessible – and provide some context too.
- Organize your digital files following the “COA Digital Preparation/Submission Guidelines”

Consider breaking up your Teaching/Instruction:

- Comprehensive SOI results
List/Annotate items briefly
- Course Related Materials
List/Annotate items briefly
- Syllabi & Assessment Data
List/Annotate items briefly
- Evidence of Teaching Excellence
List/Annotate items briefly
- Peer Reviews of teaching/Instruction (Departmental, College, other internal/external reviews)
List/Annotate items briefly
- Consider adding some information like – Student Achievement?
List/Annotate items briefly
- Other/Additional Info

When listing courses, listings should include the prefix/number and title: (CLAS 1100 Introduction to Class)

Scholarship / Professional Development / Research and Creative Productivity :

Include an overview/summary/bulleter list of your Scholarship accomplishments. (1-2 p.)
Consider providing an annotated list/narrative – to help frame what the viewer is about to see, this will make the information more/easily accessible – and provide some context.

Organize your digital files following the “COA Digital Preparation/Submission Guidelines” above

Consider breaking up your Scholarship:

- Professional Development; Publications (book/article/reviews), Presentations, Conferences, etc.

List/Annotate items briefly

- Performances/Lectures/etc. (Institutions/Venues – list International/National/Regional/Local)

List/Annotate items briefly

- Grants & Awards

List/Annotate items briefly

- Evidence of External Peer Review of Scholarship

List/Annotate items briefly

- Etc.

If appropriate include information like:

- Juried or peer reviewed?

- Solo, group, or collaborative; (publications, performances, conference presentations, etc.)

• Include acceptance/rejection rates for publications/reviewed performances, or perhaps number of attendees at a performance venue – describe the scope/repute of the venue, include/highlight the repute/importance of the work or of the guest scholar/artist/speaker that you have helped bring to VSU and explain how that impacted teaching/students in the classroom, other faculty/courses and the community.

- Significance of a conference/conference presentations (if any), include number of conference and presentation attendees, if possible.

- Provide a brief/succinct explanation of the significance of the event, conference, panel, publication, performance, etc.

Your digital files should be organized and understandable by anyone – someone with extensive knowledge about what you do (like a colleague/peer), and also by someone that potentially does not know anything about what you do (Biology, History, English Prof., for example).

Help the reviewer get a “snapshot/overview of each section” then let those that want to dig in on the granular level really investigate the specifics/evidence within the details of your digital files. Providing a bigger picture/snapshot/overview will help others access the detail(s) that you include and will showcase the significance/hierarchy of importance of the scholarship that you have done!

Service to the University and Community:

Include an overview/summary/bulleter list of your Scholarship accomplishments. (1-2 p.)

Consider providing an annotated list/narrative – to help frame what the viewer is about to see, this will make the information more/easily accessible – and provide some context.

Organize your digital files following the “COA Digital Preparation/Submission Guidelines” above.

Include an overview/summary/bulleter list of your service contributions and significant accomplishments.(Univ./College/Dept./Community/Discipline/Field, etc.)

(1-2p.) You may even include a variation of the relevant segment from your CV in the Primary document, altered to accommodate the specific sections of your appendices.

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