COEHS Pre-Tenure, Tenure, and Promotion Electronic Submission Instructions

COEHS Pre-Tenure, Tenure, and Promotion Electronic Submission File Organization	Notes

Primary Folders (A - F)
    Sub-Folders and
        PDF documents
	COEHS Dean's office creates all folders and sub-folders. The Dean's office will change the folder access permissions as appropriate to the current review stage. COEHS Dean's office pre-loads all items in *Folder A. Policies* and in *Folder D. Section II Annual Evaluations, item #1 COEHS Performance Guidelines*. Each letter-writer (or committee designee) uploads his or her letter to *Folder B. Review Letters for Current Action*. All instructions should be used as appropriate to the current personnel action. For instance, pre-tenure candidates will not have previous tenure letters to upload (as in *Folder D section 5*). The candidate should not change the names of folders or sub-folders. The candidate uploads all PDFs using the specified naming conventions. The [COEHS Pre-Tenure, Tenure, and Promotion Electronic Submission Policies](#) provides detailed information about candidate and reviewer responsibilities, folder access, folder permissions, uploading, and file naming.

Folder: LastNameFirstInitialPromotionToAssociateAndTenure	Example: GonzalesMPromotionToAssociateAndTenure

A. Policies (Folder)
    1. VSU Tenure and Promotion Policies (PDF)
    2. COEHS Performance Guidelines (PDF)
    3. Department Guidelines (PDF)
    4. Peer-Review Guidelines (PDF)
    5. VSU Pre-Tenure Coversheet
    6. VSU Tenure Cover Sheet (PDF)
    7. VSU Promotion Cover Sheet (PDF)
    8. VSU Pre-Tenure, Tenure, Promotion, and Post-Tenure Timeline (PDF)
    9. COEHS Tenure and Promotion Appeal Procedures (PDF)
    9A. COEHS Pre-Tenure, Tenure, and Promotion Electronic Submission Policies
    9B. COEHS Pre-Tenure, Tenure, and Promotion Electronic Submission Instructions
	Folder A. Policies:
	• All documents in this folder will be pre-loaded by the Dean's office.

B. Review Letters for Current Action (Folder)
    1. Department Committee (PDF)
    2. Department Head (PDF)
    3. COEHS Committee (PDF)
    4. COEHS Dean (PDF)
    5. UTPC Committee (PDF)
    6. Provost (PDF)
	Folder B. Review Letters for Current Action:
	• These are the review letters for this action. No letters will exist on the day the candidate uploads his or her dossier.
	• Access to this folder will evolve from department level to Provost level as the process progresses through the stages of review.

7. President (PDF)	• When a letter writer uploads to this folder she or he should also send a copy to the candidate.
	• Please use these naming conventions:
	  ▪ 1DepartmentCommitteeLetter.pdf
	  ▪ 2DepartmentHeadLetter.pdf
	  ▪ 3COEHSCommitteeLetter.pdf
	  ▪ 4COEHSDeansLetter.pdf
	  ▪ 5UTPCCommiteeLetter.pdf (or another name at the discretion of the letter writer)
	  ▪ 6ProvostLetter.pdf (or another name at the discretion of the letter writer)
	  ▪ 7PresidentsLetter.pdf (or another name at the discretion of the letter writer)

C. Section I Cover Pages and Vita (Folder)
1. COEHS Cover Sheet(s) (PDF)
2. CV (PDF)
	Folder C. Section I Cover Pages and Vita:
	PDF 1. COEHS Cover Sheet:
	• This PDF document should be titled: 1COEHSLastNameFirstInitialCoverSheet.pdf
	  ▪ Example: 1COEHSGonzalesMCoverSheet.pdf
	PDF 2. CV:
	• Your CV should be in reverse chronological order.
	• The PDF should be titled: 2LastNameFirstInitialCV.pdf
	  ▪ Example: 2GonzalesMCV.pdf

D. Section II Annual Evaluations (Folder) 1. COEHS Performance Guidelines (PDF) 2. Previous Annual Faculty Evaluations (PDF) 3. Summary of Accomplishment of Annual Goals and Recommended Areas for Improvement (PDF) 4. Previous Pre-Tenure Letters (Department Committee and DH) as appropriate (PDF) 5. Previous Department Tenure and Promotion Letters (Department Committee and DH) as appropriate (PDF) 6. Previous COEHS Tenure and Promotion Letters (COEHS Committee and Dean) (PDF)	**Folder D. Section II Annual Evaluations:** • This section draws from previous evaluations and personnel actions. • When there is more than one of each document, compile the documents in chronological order. PDF 1. COEHS Performance Guidelines: • The Dean's office will place the Performance Guidelines here PDF 2. Previous Annual Faculty Evaluations: • Compile all Annual Faculty Evaluations in one PDF document in chronological order. • This PDF document should be titled: 2PreviousAnnualFacultyEvaluations.pdf PDF 3. Summary of Accomplishment of Annual Goals and Recommended Areas for Improvement: • Summarize accomplishment of annual goals and status of any recommended areas for improvement in one PDF document. • This PDF document should be titled: 3SummarizeAccomplishmentsAreasFor Improvement.pdf PDF 4. Previous Pre-Tenure Letters: • Compile all pre-tenure letters in one PDF document in chronological order. • This PDF document should be titled: 4PreTenureLetters.pdf

	PDF 5. Previous Department Tenure and Promotion Letters: • Compile all Department Tenure and Promotion Letters into one PDF document in chronological order. • This PDF should be titled: 5DeptTenurePromotionLetters.pdf PDF 6. Previous COEHS Tenure and Promotion Letters • Compile all COEHS Tenure and Promotion Letters into one PDF document in chronological order. • This PDF should be titled: 6COEHSTenurePromotionLetters.pdf

E. Section III Teaching and Advising (Folder)
  1. Teaching (sub-folder)
    A. Teaching Load and reassigned time for last 4 years (PDF)
    B. SOI Summaries and narrative (PDF)
    C. Evidence that syllabi are in COEHS format
    D. Evidence of data informed teaching (PDF)
    E. Evidence of Effective Teaching (PDF)
  2. Advising (sub-folder)
    A. Summaries of SOA (PDF)
    B. Orientation Participation (PDF)
    C. Evidence of Effective Advising (PDF)
  3. Narratives 3-6 (sub-folder)
    Narratives 3-6 (PDF)
	Folder E. Section III Teaching and Advising:
	• The candidate populates all sub-folders in this section as described below.
	Sub-folder 1. Teaching:
	• This sub-folder will include five PDF documents (areas A –E), as described in the COEHS Performance Guidelines.
	• Each area should provide the information as detailed in the COEHS Performance Guidelines.
	PDF A. Teaching Load Reassigned Time
	• The candidate will copy and paste the area A instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response.
	• This PDF should be titled: ATeachingLoadReassignedTime.pdf
	PDF B. SOI Summaries and Narrative
	• The candidate will copy and paste the area B instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response
	• This PDF should be titled: BSOISummariesAndNarrative.pdf
	PDF C. Evidence Syllabi COEHS Format
	• This item is now optional. If you chose to include evidence that your syllabi are in COEHS format, use only one syllabus as your example.
	• The candidate will copy and paste the area C instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response
	• This PDF should be titled: CEvidenceSyllabiCOEHSFormat.pdf
	PDF D. Evidence Data Informed Teaching
	• The candidate will copy and paste the area D instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response
	• This PDF should be titled: DEvidenceDataInformedTeaching.pdf

	PDF E. Evidence Effective Teaching • The candidate will copy and paste the area E instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response • This PDF should be titled: EEvidenceEffectiveTeaching.pdf **Sub-folder 2. Advising:** • This sub-folder will include three PDF documents: areas A –C, as described in the COEHS Performance Guidelines. • Each area should provide the information as detailed in the COEHS Performance Guidelines. PDF A. Summaries of SOA: • The candidate will copy and paste the area A instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response • This PDF should be titled: ASummariesOfSOA.pdf PDF B. Orientation Participation: • The candidate will copy and paste the area B instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response • This PDF should be titled: BOrientationParticipation.pdf PDF C. Evidence of Effective Advising: • The candidate will copy and paste the area C instructions listed in the COEHS Performance Guidelines into a document. Following those instructions, the candidate should fill in his or her response • This PDF should be titled: CEvidenceOfEffectiveAdvising.pdf **Sub-folder 3. Narratives 3-6:** • This sub-folder should include one PDF • When the evaluator opens this PDF, they should see items 3-6 as they are outlined in the COEHS Performance Guidelines, with your response filled in for each section. • The candidate will copy and paste items 3-6 listed in the COEHS Performance Guidelines into a document. Following each set of instructions, the candidate should fill in his or her response • This PDF should be titled: Narratives3-6.pdf
F. **Section IV Scholarship and Academic Achievement (Folder)** **1. Scholarship and Academic Achievement Narrative (sub-folder)**	**Folder F. Section IV Scholarship and Academic Achievement:** • The candidate populates all folders in this section as described below. **Sub-folder 1. Scholarship and Academic Achievement Narrative:**

A. Scholarship and Academic Narrative (PDF)

1A. Articles, External Funded Grants, and Books (sub-folder)

   A. Refereed Publications Chronology (PDF)
   B. Other Publications Chronology (PDF)

2. Papers, Workshops, and Symposia Presented at Conferences (sub-folder)

   A. Papers Workshops Symposia Presented (PDF)

3. Other Scholarly Activity (sub-folder)

   A. Other Scholarly Activity (PDF)

4. Evidence Of Scholarship And Academic Achievement (sub-folder)

- Include a narrative about your scholarship and academic achievement in one PDF document.
- If you mention the name a piece of your scholarship in the narrative, link it to the PDF copy in the evidence sub-folder (sub-folder 4. Evidence of Scholarship and Academic Achievement).
  - Note: You will be providing the reviewers evidence for each piece of scholarship listed in your dossier (as described in the instructions for sub-folder 4, below), however, you do not need to mention every piece of scholarship in your narrative. This instruction asking you to link mention of scholarly items to the evidence is included to assist reviewers.
- This narrative about your scholarship and academic achievement should be placed in a PDF that is titled: ScholarshipAndAcademicNarrative.pdf

Sub-folder 1A. Articles, External Funded Grants, and Books:

- In this sub-folder candidates should place two PDF documents. The first is a chronological list of your refereed publications. The second is a chronological list of your other publications.
  - Note: You will be providing the reviewers evidence for each piece of scholarship listed in your dossier (as described in the instructions for sub-folder 4. Evidence of Scholarship and Academic Achievement, below)
- In each of these lists (PDF A Refereed Publications Chronology and PDF B Other Publications Chronology), link the names of each piece of work to the PDF copy in the evidence folder (sub-folder 4. Evidence of Scholarship and Academic Achievement).
- PDF A Refereed Publications Chronology: should be titled: ARefereedPublicationsChronology.pdf
- PDF B Other Publications Chronology: should be titled: BOtherPublicationsChronology.pdf.

Sub-folder 2. Papers, Workshops, and Symposia Presented at Conferences:

- The candidate should place one PDF document in this sub-folder that contains a listing of all papers, workshops, and symposia presented at professional local, state, regional, national, or international venues.
- Link the names of each activity to the PDF copy in the evidence sub-folder (4. Evidence of Scholarship and Academic Achievement).
- PDF A Papers, Workshops, and Symposia Presented At Conferences: should be titled: APapersWorkshopsSymposiaPresented.pdf

Sub-folder 3. Other Scholarly Activity:

- Place one PDF document in this in this sub-folder that contains a listing of all other scholarly activity as described in the COEHS Performance Guidelines.

	• When the evaluator opens this PDF, they should see items A-E as they are outlined in the COEHS Performance Guidelines, with your response filled in for each section.
	• Link the names of each activity to the PDF copy in the evidence folder (4. Evidence of Scholarship and Academic Achievement).
	• This PDF document should be titled: AOtherScholarlyActivity.pdf
	Sub-folder 4. Evidence of Scholarship and Academic Achievement sub-folder:
	▪ This sub-folder should contain all of the evidence for Section IV.
	▪ Each piece of your scholarly work should be in a separate PDF document.
	▪ Work that is peer-reviewed or refereed must include documentation of this status. Documentation of peer-reviewed or refereed status should be combined with the scholarly work in one PDF document with the evidence that is it is peer-reviewed or refereed placed at the beginning of the document.
	• These PDF documents should be titled: YearXX(month)KindOfWorkShortenedTitle.pdf. Use four digits for the year. Use two digits (always including zeros) for the month. Kind of work will be a descriptor of your choosing. Shortened title is at your discretion. Capitalize the first letter of each word.
	    ▪ Example: 201908SymposiaWkforceEvolution.pdf
	    ▪ Example: 202006GrantFordFoud.pdf
	    ▪ Example: 202011BookChapterYoungAdult.pdf
	    ▪ Example: 202103ArticleSwallowingDisorders.pdf

G. Section V Service (Folder)
  1. Evidence of Service Areas 1-3 (**sub-folder)**
  A. Chronological List of Service Activities (PDF)
  B. 1-3 All Service Areas Combined (PDF)
	Folder G. Section V Service:
	• The candidate populates one sub-folder (*Evidence of Service Areas 1-3*) and uploads two PDFs (described below) in this Folder.
	• The two PDFs should be uploaded to *Folder G. Section V Service*, not to *sub-folder 1. Evidence of Service Areas 1-3*. The reviewer opens Folder G, he or she should see one sub-folder and two PDFs.
	Sub-folder 1. Evidence of Service Areas 1-3:
	• This folder should contain all of the evidence for Section V. For instance, committee assignment documentation, copies of meeting minutes, or copies of products developed.
	• Each service activity for which you are providing documentation should be placed in a separate PDF document.
	• These PDF documents should be titled: YearXX(month)LevelOfServiceKindOfWorkShortenedTitle.pdf.
	    ▪ Use four digits for the year.
	    ▪ Use two digits (always including zeros) for the month.

	- Level of Service will be will be a descriptor of your choosing like: VSU, COEHS, Dept., Community, Profession, etc. - Kind of Work will be a descriptor of your choosing like Committee, Taskforce, Liaison, etc. Capitalize the first letter of each new word. - Shortened Title is at your discretion. - Capitalize the first letter of each word. - Example: 201908VSUCommiteeeDiversity.pdf - Example: 202006COEHSTaskforceLiteracyCenter.pdf - Example: 202011DeptGrantYoungAdult.pdf - Example: 202103VSUTaskforceExplLearning.pdf PDF A Chronological List of Service: - Create a PDF document that lists all of your service activities in chronological order. - Link the names of each activity to the evidence which should be in PDF format and located in the evidence folder (1. Evidence of Service). - This PDF document should be titled: AChronologicalListOfService.pdf PDF B 1-3 Service Areas Combined: - Create one PDF document that that compiles item numbers 1, 2, and 3 from Section V: Service. - When the evaluator opens this PDF, they should see items 1-3 as they are outlined in the COEHS Performance Guidelines, with your response filled in for each section. - Link the names of each activity to the PDF copy in the evidence folder (1. Evidence of Service Areas 1-3). - This PDF document should be titled: B1-3ServiceAreasCombined.pdf
H. Section VI Professional Growth and Development 1. 1-5 Professional Growth and Development (PDF)	**Folder H. Section VI Professional Growth and Development:** - This sub-folder will include one PDF document for areas 1-5, as described in the COEHS Performance Guidelines. - When the evaluator opens this PDF, they should see items 1-5 as they are outlined in the COEHS Performance Guidelines, with your response filled in for each section. - This PDF document should be titled: 1-5ProfessionalGrowthDevelopment.pdf