COEHS Post-Tenure Review Electronic Submission Instructions

COEHS Post-Tenure Review Electronic Submission File Organization	Notes
Folder: LastNameFirstInitialPost-Tenure Review Primary Folders (A - C) PDF documents	COEHS Dean's office creates all 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*. Each letter-writer (or committee designee) uploads his or her letter to *Folder B. Review Letters for Post-Tenure Review*. The candidate should not change the names of folders or sub-folders. The candidate uploads all PDFs using suggested naming conventions. The COEHS Post-Tenure Review Electronic Submission Policies document provides detailed information about candidate and reviewer responsibilities, folder access, folder permissions, uploading, and file naming. Additional information concerning Post-Tenure can be found on the Academic Affairs web page: http://www.valdosta.edu/academics/academic-affairs/vp-office/faculty-resources.php
Folder: LastNameFirstInitialPost-Tenure Review	Folder Example: GonzalesMPostTenureReview

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

B. Review Letters for Post-Tenure Review (Folder)
    1. Department Committee (PDF)
    2. Department Head (PDF)
    3. COEHS Dean (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 the Dean's level as the process progresses through the stages of review.
	 • 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 3COEHSDeansLetter.pdf
C. Post-Tenure Required Documents (Folder) 1. COEHS Post-Tenure Coversheet (PDF) 2. Curriculum Vita (PDF) 3. Annual Faculty Evaluations (PDF) 4. Combined Areas 4-6 (PDF) 5. Department-Specific Required Documentation (PDF)	**Folder C. Post-Tenure Required Documents** - When there is more than one of each document, compile the documents in chronological order. PDF 1. COEHS Post-Tenue Coversheet - The candidate should fill out the form up to "Summary of Action" and upload the form as a PDF. - The PDF should be titled: 1LastNameFirstInitialPostTenureCoverSheet.pdf - Example: 1GonzalesMPostTenureCoverSheet.pdf PDF 2. Curriculum Vita - Your CV should be in reverse chronological order. - The PDF should be titled: 2LastNameCV.pdf - Example: 2GonzalesMCV.pdf PDF 3. Annual Faculty Evaluations: - Compile all Annual Faculty Evaluations for the years under consideration; - Place the evaluations in one PDF document in chronological order. - This PDF document should be titled: 3AnnualFacultyEvaluations.pdf - Example: 3AnnualFacultyEvaluations.pdf PDF 4. Combined Areas 4-6: - This PDF combines areas 4 – 6 into one PDF document. This includes: #4 Measures of Teaching Effectiveness, # 5 Self-Assessment, and #6 Other Documentation - The faculty member should provide a narrative that addresses each of these areas. The organization of this document is at the discretion of the faculty member unless department policies specify an organizational style or structure. - This PDF document should be titled: 4CombinedAreas4-6 - Example: 4CombinedAreas4-6 PDF 5. Department-Specific Required Documentation: - This PDF should include and compile all department-specific documentation. - The organization of this document is at the discretion of the faculty member unless department policies specify an organizational style or structure. - This PDF document should be titled: 5DepartmentInitialsSpecificDoc.pdf - Example: 5LDWDSpecificDoc.pdf - Example: 5MLISSpecificDoc.pdf