# Uploading & Electronic Review of Dossiers
# College of Science & Mathematics

Beginning in August 2020, departments in the College of Science & Mathematics will upload promotion, tenure, pre-tenure and post-tenure dossiers into Microsoft OneDrive folders. Hard copy dossiers will no longer be evaluated.

## Summary

Each faculty member with upcoming personnel actions will have a OneDrive folder created by the dean's office where they will upload their documents in pdf format. In summer (by July 1) folders will be available for faculty who are submitting their dossiers for promotion, tenure, pre-tenure (3rd year) review, and post-tenure review. Deadlines to upload files will follow University policy (https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php). At the end of this document is an Appendix with the layout of OneDrive Folders and how to name documents.

## Uploading Responsibility

Candidates are responsible for uploading all files, excluding evaluation forms for tenure and all advisory and recommendation letters. A checklist will be included in each candidate's folder. 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 advisory committee, or their designee will upload additional documents. Advisory letters from committees (department and college) will be uploaded by the chairs of the advisory committees; the recommendation letter from the department head and evaluation of tenure summary and forms will be uploaded by the department head; and the recommendation letter from the dean will be uploaded by the dean. The University Committee, the Provost, and the President will have the ability to upload letters; however, they can request assistance from the CoSM Office by contacting Mark Mears (memears@valdosta.edu) who can either provide access to a designee to upload the letters or the dean's office will upload letters into the electronic dossier.

## Records of Dossiers

Candidates are strongly encouraged to copy their dossiers into their own personal OneDrive accounts.

## Permissions and Access to One Drive Folder

The CoSM Office is responsible for adjusting permissions to each candidate's folder. The access start and end dates in the table below are based upon the recommended completion dates published by the University (from: https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php). Access dates can be modified by the CoSM Office as needed due to changes in University policy or under extenuating circumstances. If an access end date falls on a holiday, the access to the OneDrive will end at close of business on the next business day.

| | *Access Start Date | Access End Date |
|---|---|---|
| Faculty Member | June 15, 2020 | 4th Wednesday in August |
| Department Head | June 15, 2020 | 1st Wednesday in October |
| Department Committee | 4th Wednesday in August | 2nd Wednesday in September |
| College Committee | 1st Wednesday in October | 4th Wednesday in October |
| Dean | 4th Wednesday in October | 4th Friday in November |
| University Committee | 4th Friday in November | 1st Monday in February |
| Provost and VPAA | 1st Monday in February | 3rd Monday in March |
| President | 1st Monday in February | 3rd Monday in March |

The CoSM office will request the Departmental and University P&T committee members' names prior to the access start dates. Letters should be uploaded into the folder prior to the access end date. If there are any issues, contact the CoSM office.

**To Access OneDrive Folders**

The link to upload materials can accessed by signing into your MyVSU account on the VSU home page. Then:

1) Click on ***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) Find your folder. It will by your name, action, academic year (e.g., John Smith 3 year review 20-21)

Alternatively, a link will be shared when you are given access to your folder. Contact Mark M. if there are issues with your folder.

**Notes**

- If candidates cannot use their departmental copiers/scanners, the New Media Center can complete large scanning jobs.
- Candidates are discouraged from uploading unnecessarily large documents such as entire books or monographs. Although, book cover, title page, table of contents and representative chapters are encouraged.
- Other large files can be scanned into two or more smaller files; please indicate using part 1, part 2 (or something similar).

# APPENDIX: ORGANIZATION OF ONEDRIVE FOLDERS

**Pre-Tenure (3rd Year) Review**

The following folders will be found in each individual's OneDrive. For documents in Folders 1 through 11, please follow the naming of files in parentheses below. Folders 12 thru 15 are for supporting documentation. Additional subfolders can be created within these supporting documentation folders in order to provide relevant supporting documentation. If any of the subfolders are not needed, they can be removed. Do not remove or modify Folders 1 through 11. For Folders 12 through 15, give your files an informative name so that the individuals who are reviewing your dossier will know what each file contains from the name.

*Folders in OneDrive*

1. Cover Page (Cover Page.pdf)
2. Curriculum Vita (Vita.pdf)
3. Copy of CoSM and Departmental Promotion and Tenure Policies and Procedures (Copy of Policies & Procedures.pdf)
4. Annual Faculty Evaluations (Annual Evaluations.pdf; please combine all annual evaluations into one file)
5. Departmental Advisory Committee Letter (Departmental Advisory Committee Letter.pdf)
6. Department Head's Recommendation Letter (Department Head Letter.pdf)
7. Dean's Recommendation Letter (Dean Recommendation Letter.pdf)
8. Completed CoSM Application for Promotion and Tenure (Application.pdf)
9. SOI Summary Table (SOI Summary.pdf)
10. Copy of SOI Questions and SOI Results for Period Under Review (Copy of SOI Questions.pdf; SOI Results.pdf)
11. Peer Evaluations (Peer Evaluations.pdf)
12. Supporting Documentation for Teaching Copies of Assignments
    - Copies of Exams
    - Evidence of Course or Curriculum Development
    - Evidence of Innovative Instruction
    - Evidence of Student Learning
    - Copies Syllabi
    - Teaching Development Workshops and Conferences Attended
13. Copies of Scholarly Publications and Papers
    - Externally Refereed Publications (II.A.1.a. and II.A.1.b)
    - Externally Funded Grants and Contracts (II.A.2.a)
    - Externally Refereed Patents, Software and Hardware Systems (II.A.2.b)
14. Other Optional Supporting Documentation of Professional Growth and Development
    - Professional Development Activities: Conference Presentations (II.B.1)
    - Professional Development Activities: Non-refereed Scholarly Work (II.B.2)
    - Professional Development Activities: Professional Refereeing and Reviewing (II.B.3)
    - Editing of Regional or National Newsletters (II.B.4)
    - Editing of Professional Journals (II.B.5)
    - Published Workbooks, Lab Manuals, Videos, Software, etc. (II.B.6)
    - Submitted External Grant Proposals (II.B.7)
    - Submitted Internal Grant Proposals (II.B.8)
    - Works in Progress (II.C)
15. Other Optional Supporting Documentation of Service
    a. Service to the Community (III.A)
    b. Service to the Institution (III.B)
    c. Service to the Profession (III.C)
    d. Other Service (III.D)

**Promotion to Associate or Full Professor**

The following folders will be found in each individual's OneDrive. For documents in Folders 1 through 11, please follow the naming of files in parentheses below. Folders 12 thru 15 are for supporting documentation. Additional subfolders can be created within these supporting documentation folders in order to provide relevant supporting documentation. If any of the subfolders are not needed, they can be removed. Do not remove or modify Folders 1 through 11. For Folders 12 through 15, give your files an informative name so that the individuals who are reviewing your dossier will know what each file contains from the name.

*Folders in OneDrive*

1. Cover Page (Cover Page.pdf)
2. Curriculum Vita (Vita.pdf)
3. Copy of CoSM and Departmental Promotion and Tenure Policies and Procedures (Copy of Policies & Procedures.pdf)
4. Annual Faculty Evaluations (Annual Evaluations.pdf; please combine all annual evaluations into one file)
5. Departmental P&T Advisory Committee Letter (Departmental Advisory Committee Letter.pdf)
6. Department Head's Recommendation Letter (Department Head Recommendation Letter.pdf)
7. College P&T Advisory Committee Letter and Dean's Recommendation Letter (College Advisory Committee Letter.pdf and Dean Recommendation Letter.pdf)
8. Completed CoSM Application for Promotion and Tenure (Application for Promotion.pdf)
9. SOI Summary Table (SOI Summary.pdf)
10. Copy of SOI Questions and SOI Results for Period Under Review (Copy of SOI Questions.pdf; SOI Results.pdf)
11. Peer Evaluations (Peer Evaluations.pdf)
12. Supporting Documentation for Teaching Copies of Assignments
    - Copies of Exams
    - Evidence of Course or Curriculum Development
    - Evidence of Innovative Instruction
    - Evidence of Student Learning
    - Copies Syllabi
    - Teaching Development Workshops and Conferences Attended
13. Copies of Scholarly Publications and Papers
    - Externally Refereed Publications (II.A.1.a. and II.A.1.b)
    - Externally Funded Grants and Contracts (II.A.2.a)
    - Externally Refereed Patents, Software and Hardware Systems (II.A.2.b)
14. Other Optional Supporting Documentation of Professional Growth and Development
    - Professional Development Activities: Conference Presentations (II.B.1)
    - Professional Development Activities: Non-refereed Scholarly Work (II.B.2)
    - Professional Development Activities: Professional Refereeing and Reviewing (II.B.3)
    - Editing of Regional or National Newsletters (II.B.4)
    - Editing of Professional Journals (II.B.5)
    - Published Workbooks, Lab Manuals, Videos, Software, etc. (II.B.6)
    - Submitted External Grant Proposals (II.B.7)
    - Submitted Internal Grant Proposals (II.B.8)
    - Works in Progress (II.C)
15. Other Optional Supporting Documentation of Service
    - Service to the Community (III.A)
    - Service to the Institution (III.B)
    - Service to the Profession (III.C)
    - Other Service (III.D)

**Tenure or Promotion and Tenure**

The following folders will be found in each individual's OneDrive. For documents in Folders 1 through 13, please follow the naming of files in parentheses below. Folders 14 thru 17 are for supporting documentation. Additional subfolders can be created within these supporting documentation folders in order to provide relevant supporting documentation. If any of the subfolders are not needed, they can be removed. Do not remove or modify Folders 1 through 13. For Folders 14 through 17, give your files an informative name so that the individuals who are reviewing your dossier will know what each file contains from the name.

*Folders in OneDrive*

1. Cover Page (Cover Page.pdf)
2. Curriculum Vita (Vita.pdf)
3. Copy of CoSM and Departmental Promotion and Tenure Policies and Procedures (Copy of Policies & Procedures.pdf)
4. Annual Faculty Evaluations (Annual Evaluations.pdf; please combine all annual evaluations into one file)
5. Pre-Tenure Review Letters (Departmental Advisory Committee Pre-Tenure Letter.pdf; Department Head Pre-Tenure Letter.pdf)
6. Departmental P&T Advisory Committee Letter (Departmental Advisory Committee Letter.pdf)
7. Department Head's Recommendation Letter (Department Head Recommendation Letter.pdf)
8. Department Head's Summary of the Votes from Evaluation of Tenure Candidate Forms and All Completed Forms (Results from Evaluation of Tenure Candidate Forms.pdf)
9. College P&T Advisory Committee Letter and Dean's Recommendation Letter (College Advisory Committee Letter.pdf; Dean Recommendation Letter.pdf)
10. Completed CoSM Application for Promotion and Tenure (Application for Promotion.pdf)
11. SOI Summary Table (SOI Summary.pdf)
12. Copy of SOI Questions and SOI Results for Period Under Review (Copy of SOI Questions.pdf; SOI Results.pdf)
13. Peer Evaluations (Peer Evaluations.pdf)
14. Supporting Documentation for Teaching Copies of Assignments
    - Copies of Exams
    - Evidence of Course or Curriculum Development
    - Evidence of Innovative Instruction
    - Evidence of Student Learning
    - Copies Syllabi
    - Teaching Development Workshops and Conferences Attended
15. Copies of Scholarly Publications and Papers
    - Externally Refereed Publications (II.A.1.a. and II.A.1.b)
    - Externally Funded Grants and Contracts (II.A.2.a)
    - Externally Refereed Patents, Software and Hardware Systems (II.A.2.b)
16. Other Optional Supporting Documentation of Professional Growth and Development
    - Professional Development Activities: Conference Presentations (II.B.1)
    - Professional Development Activities: Non-refereed Scholarly Work (II.B.2)
    - Professional Development Activities: Professional Refereeing and Reviewing (II.B.3)
    - Editing of Regional or National Newsletters (II.B.4)
    - Editing of Professional Journals (II.B.5)
    - Published Workbooks, Lab Manuals, Videos, Software, etc. (II.B.6)
    - Submitted External Grant Proposals (II.B.7)
    - Submitted Internal Grant Proposals (II.B.8)
    - Works in Progress (II.C)
17. Other Optional Supporting Documentation of Service
    a. Service to the Community (III.A)
    b. Service to the Institution (III.B)
    c. Service to the Profession (III.C)

d. Other Service (III.D)

**Promotion to Senior Lecturer**

To be added in very near future