

COSM OneDrive Electronic Submission Instructions for Post-Tenure Reviews for Tenured Faculty and 5th Year Reviews for Lecturers

Use these OneDrive submission instructions for the following career actions:

Tenure track personnel action	Non-tenure track personnel action
Full-Professor submitting post-tenure review (due 5 years after last personnel action)	Senior Lecturer submitting 5 th year review (due 5 years after last personnel action)
Tenured Associate Professor submitting 5 th year review and not applying for promotion (due 5 years after last personnel action)*	Lecturer submitting 5 th year review, beyond initial 5 th year review, and not applying for promotion to Senior Lecturer**

*Tenured Associate Professor who intend to apply to Full Professor should use the Pre-tenure, Tenure, Promotion submission instructions

**Lecturer submitting initial 5th year review, or submitting initial 5th year review with the intent to apply for promotion to Senior Lecturer in 6th year should use the Pre-Tenure, Tenure, and Promotion submission instructions

Fifth-year reviews and post-tenure reviews are submitted 5 years after the previous submission or 5 years after promotion or tenure. For example, if a faculty member submits their 5th year review in fall 2020, then their next submission in fall 2025. Required documents are:

- Cover page
- Current curriculum vita
- Self-assessment
- Five most recent annual evaluations (including a copy of AFARAPs with annual evaluations is optional)

For 5-year reviews, a faculty member may also include other supporting documentation that they deem necessary (see optional folders below).

Lecturers or associate professors who are considering or are planning to submit their dossier the following year for promotion to senior lecturer or full-professor, respectively, can submit a dossier following the instructions for the appropriate promotion. This provides the candidate a more in-depth evaluation of their materials because the review committees are given more material than what is required for a 5-year/post-tenure review. If a faculty member chooses to do this, the timeline for 5th year/post-tenure review will be followed, and the submitted materials will be evaluated by the departmental committee, department head, and CoSM dean.

CoSM Post-Tenure (5year Review)	General Guidelines and Instructions
<p>Folder: <i>FirstName LastName Post Tenure (5year) Review</i></p> <p>Primary Folders (A - F)</p> <p>PDF documents</p> <p>Sub-folders</p>	<p>CoSM 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. Each letter-writer (or committee designee) uploads his or her letter to Folder</p> <ul style="list-style-type: none"> • Follow instructions for correct personnel action. • Do not change the names of folders or sub-folders that have already been created. • The candidate uploads all PDFs using the specified naming conventions.

CoSM Post-Tenure (5year Review)	Electronic File Organization and Specific Instructions for Naming and Uploading Files into Appropriate Folder
<p>Folder: <i>FirstName LastName Post-Tenure RevAY</i></p>	<p>Folder Example: <i>Alice Smith Post-Tenure RevAY21-22</i></p>
<p>A. Review Letters for Current Action folder contents:</p> <ol style="list-style-type: none"> 1. Department Committee (PDF) 2. Department Head (PDF) 3. CoSM Dean (PDF) 	<p>Folder A. Review Letters for Current Action:</p> <ul style="list-style-type: none"> • Review letters for your action will be in this folder. No letters will exist on the day the candidate uploads his or her dossier. • Access to this folder will shift 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: <i>1-DepartmentCommitteeLetter.pdf</i> <i>2-DepartmentHeadLetter.pdf</i> <i>3-COSMDeansLetter.pdf</i>

<p>B. Cover Page and Self-Evaluation folder contents:</p> <ol style="list-style-type: none"> 1. CoSM Post-Tenure or 5-year Review Coversheet (PDF) 2. Curriculum Vita (PDF) 3. Self-evaluation narrative (PDF) 	<p>Folder B. Cover page and Self-Evaluation:</p> <p>PDF 1. CoSM Cover sheet (Post-Tenure or 5-year review)</p> <ul style="list-style-type: none"> • This PDF document should be titled: <i>1-COSM-PostTenure-CoverSheet.pdf</i> or <i>1-COSM-5yearReview-CoverSheet.pdf</i> <p>PDF 2. CV:</p> <ul style="list-style-type: none"> • Your CV should be in reverse chronological order. • The PDF should be titled: <i>2-CV.pdf</i> <p>PDF 3. Self-evaluation:</p> <ul style="list-style-type: none"> • This is the self-evaluation narrative. Name this file: <i>3-SelfEvaluation.pdf</i>
<p>C. Annual Evaluations folder contents:</p> <ol style="list-style-type: none"> 1. Annual faculty evaluations from the period (previous 5 years) under review (PDF) 2. Optional: Annual Faculty Activity Report and Action Plan from period under review (that is, previous 5 years) (PDF) 3. Optional: Annual Evaluation Supporting Material (Optional Sub-folder) 	<p>Folder C: Annual Evaluations</p> <ul style="list-style-type: none"> • When there is more than one of each document, compile the documents in chronological order into one pdf document. <p>PDF 1. Combine all annual evaluations from period under review (previous 5 years) in one file. The file should be named: <i>1-AnnualEvals.pdf</i></p> <p>PDF 2. Combine all Annual Faculty Activity Report and Action Plan (AFARAP) from period under review (last 5 years) in one file. The file should be named: <i>2-AFARAPs.pdf</i></p> <p>Sub-folder (optional): Annual Evaluation Supporting Material</p> <ul style="list-style-type: none"> • This is an optional sub-folder where faculty may submit additional materials related to annual evaluation. • Appropriate file name, following the format adopted here, should be chosen. • If the sub-folder is not relevant for current action, faculty may delete it.
<p>D. (Optional) SOI-and-Teaching folder contents:</p> <ol style="list-style-type: none"> 1. SOI Summary Table for period under review (PDF) 2. SOI Questions (PDF) 3. SOI Results (PDF) 4. Peer Evaluations of Teaching (PDF) 	<p>Optional Folder D. SOI-and-Teaching</p> <ul style="list-style-type: none"> • When there is more than one of each document, compile the documents in chronological order. • If the folder is not relevant for current action, faculty may delete it. <p>PDF 1. SOI Summary Table</p> <ul style="list-style-type: none"> • The candidate should fill the table available at https://www.valdosta.edu/csm/faculty-resources.php • This PDF should be titled: <i>1-SOI-Summary.pdf</i>

<p>5. Additional Support Document for Teaching and Student Learning (Optional sub-folder)</p>	<p>PDF 2. SOI Questions</p> <ul style="list-style-type: none"> Your CV should be in reverse chronological order. This PDF should be titled: <i>2-SOI-Questions.pdf</i> <p>PDF 3. SOI Results</p> <ul style="list-style-type: none"> This PDF should be titled: <i>3-SOI-Results.pdf</i> <p>PDF 4. Peer-Evaluation of teaching</p> <ul style="list-style-type: none"> Combine all peer evaluation files into one PDF file This PDF should be named : <i>4-PeerEvaluationsOfTeaching.pdf</i> If there is a departmental peer evaluation policy and/or form, please include that as a PDF with the file name: <i>5-DEPTNAME-PeerEvaluationPolicy.pdf</i> <p>Sub-folder: Additional Support Documents for Teaching and Student Learning</p> <ul style="list-style-type: none"> This is the sub-folder where faculty may submit additional materials or evidence of teaching and student learning. Appropriate short file name, following the format adopted here, should be chosen. If the sub-folder is not relevant for current action, faculty may delete it.
<p>E. (Optional) Scholarship and Professional Development folder contents:</p> <p>Relevant materials related to faculty research, scholarship, and professional development.</p>	<p>Optional Folder E: Scholarship and Professional Development</p> <ul style="list-style-type: none"> In this folder faculty may put any materials/evidence related to research accomplishments, scholarship, or other professional development activities. If there are multiple files of same type/category, combine them into single file Lists should be in reverse chronological order, and appropriate short file name, following the format adopted here, should be chosen. If the folder is not relevant for current action, faculty may delete it.

<p>F. (Optional) Service folder contents:</p> <p>Relevant materials/evidence related to service activities.</p>	<p>Optional Folder F: Service</p> <ul style="list-style-type: none">• In this folder faculty submits materials/evidence related to service activities.• Service activities may be classified into 4 categories (Community, Institution, Profession, and Other)• Each category may have a list in reverse chronological order with following filenames:<ul style="list-style-type: none"><i>1-ServiceToCommunity.pdf</i><i>2-ServiceToInstitution.pdf</i><i>3-ServiceToProfession.pdf</i><i>4-OtherServices.pdf</i>• If there are multiple files of same type/category, combine them into single file.• If the folder is not relevant, the faculty member may delete it.
--	---