

COSM OneDrive Electronic Submission Instructions for Tenure Track Faculty (Promotion and Tenure) and Non-Tenure Track Faculty (Promotion)

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 these instructions in order to receive a more in-depth evaluation of their promotion materials. 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, following review policy.

Use these instructions for the following actions:

Tenure track personnel action	Non-tenure track personnel action
Pre-tenure review (submitted in the 3 rd year)	3-year review of Lecturer (submitted in the 3 rd year)
Tenure and/or Promotion to Associate Professor	Promotion to Senior Lecturer (submitted during the 6 th year or later after appointment to lecturer)
Promotion to Full-Professor (submitted during the 5 th year or later after promotion to Associate Professor)	

CoSM Electronic File Organization	General Guidelines and Instructions
Primary Folders (A - F) Sub-Folders and PDF documents	<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"> • Instructions should be used as appropriate for your personnel action. Please include relevant previous letters where applicable. For instance, pre-tenure candidates will not have previous tenure letters and lecturers will not have any tenure-related documents to upload (as in <i>Folder D section 5</i>). • The candidate should 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 Tenure and/or Promotion	Electronic File Organization and Specific Instructions for Naming and Uploading Files into Appropriate Folder
Folder: <i>FirstName LastName Post-Tenure RevAY</i>	Folder Example: <i>Alice Smith Promo Full ProfAY21-22</i>
A. Policies folder contents: <ol style="list-style-type: none"> 1. VSU Tenure and Promotion Policies (PDF) 2. CoSM Tenure and Promotion Policies (PDF) 3. Department Tenure and Promotion Guidelines (PDF) 	Folder A. Policies: <ul style="list-style-type: none"> • All policy documents should be placed in this folder. For CoSM Tenure and Promotion Policy document only policy part needs to be inserted. The application part should be kept separate and inserted in a folder in Section I. • Note, if your department has integrated the departmental policy with college policy, one file with both policies can be uploaded with the file name under item #2. In this case ignore #3. • Please use these naming conventions: <i>1-VSU-Tenure-and-PromotionPolicy.pdf</i> <i>2-COSM-Tenure-and-PromotionPolicy.pdf</i> <i>3-DEPTNAME-Tenure-and-PromotionPolicy.pdf</i>
B. Review Letters for Current Action folder contents: <ol style="list-style-type: none"> 1. Department Committee (PDF) 2. Department Head (PDF) 3. CoSM Committee (PDF) 4. CoSM Dean (PDF) 	Folder B. Review Letters for Current Action: <ul style="list-style-type: none"> • 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. • 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-COSMCommitteeLetter.pdf</i> <i>4-COSMDeansLetter.pdf</i>
C. Section I Cover Pages and Vita folder contents: <ol style="list-style-type: none"> 1. VSU Cover form (PDF) 2. CoSM Cover Sheet(s) (PDF)* 3. CV (PDF) 	Folder C. Section I Cover Pages and Vita: PDF 1. VSU Cover Sheet: <ul style="list-style-type: none"> ○ This PDF document should be titled: <i>1-VSU-CoverSheet.pdf</i> PDF 2. COSM Cover form and application (only the COSM application and cover form; do not include the policy part):

<p>*Non-tenure track candidates will follow the same folder structures but the scholarship folder is optional</p>	<ul style="list-style-type: none"> ○ This PDF document should be titled: <i>2-COSM-CoverForm-and-Application.pdf</i> <p>PDF 3. 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>D. Section II Annual Evaluations folder contents:</p> <ol style="list-style-type: none"> 1. Annual Faculty Evaluations for period under review (PDF) 2. Previous Pre-Tenure, Tenure, Promotion, Post-Tenure, 3year or 5year review letters (Department Committee, DH, Dean, UTPC, Provost, President) as appropriate (PDF) 	<p>Folder D. Section II Annual Evaluations:</p> <ul style="list-style-type: none"> ● This section draws from previous evaluations and personnel actions. ● When there is more than one of each document, combine the documents in chronological order into one file <p>PDF 1. Annual Faculty Evaluations for period under review:</p> <ul style="list-style-type: none"> ● Compile all Annual Faculty Evaluations in one PDF document in chronological order. ● This PDF document should be titled: <i>1-AnnualFacultyEvaluations.pdf</i> <p>PDF 2. Previous Pre-Tenure, Tenure, Promotion, Post-tenure, 3year, 5year Letters:</p> <ul style="list-style-type: none"> ● Compile all prior review letters in one PDF document in chronological order. ● This PDF document should be titled: <i>2-PreviousReviewLetters.pdf</i>
<p>E. Section III Teaching and Student Learning folder contents:</p> <ol style="list-style-type: none"> 1. SOI Information (sub-folder) <ol style="list-style-type: none"> A. SOI Summary Table (PDF) B. SOI Questions (PDF) C. SOI Results from period under review (PDF) 2. Peer Evaluation of Teaching (sub-folder) <ol style="list-style-type: none"> A. Peer Evaluations within the period under review (PDF) B. Peer Evaluation forms and policies, if existing (PDF) 	<p>Folder E. Section III Teaching and Student Learning:</p> <ul style="list-style-type: none"> ● The candidate populates all sub-folders in this section as described below. <p>Sub-folder 1. SOI Information:</p> <ul style="list-style-type: none"> ● This sub-folder will include three PDF documents. ● PDF A. SOI Summary Table <ul style="list-style-type: none"> ▪ The candidate will fill the table available at https://www.valdosta.edu/csm/faculty-resources.php ▪ This PDF should be titled: <i>1-SOI-Summary.pdf</i> ● PDF B. SOI Questions <ul style="list-style-type: none"> ▪ This PDF should be titled: <i>2-SOI-Questions.pdf</i> ● PDF C. SOI Results <ul style="list-style-type: none"> ▪ This PDF should be titled: <i>3-SOI-Results.pdf</i>

<p>3. Evidence of Student Learning (sub-folder) Number of PDFs depends on materials submitted</p> <p>4. Support Document for Teaching (sub-folder) This sub-folder has three sub-folders:</p> <p>A. Course Stuff (sub-folder) B. Evidence of Course-Curriculum-Program Development (sub-folder) C. Teaching Development Activities (sub-folder)</p>	<p>Sub-folder 2. Peer Evaluation of Teaching:</p> <ul style="list-style-type: none"> Combine all peer evaluation files into one PDF file, which should be named <i>PeerEvaluationsOfTeaching.pdf</i> If there is a departmental peer evaluation policy and/or form, please include that in this sub-folder with name <i>DEPTNAME-PeerEvaluationPolicy.pdf</i> <p>Sub-folder 3. Evidence of Student Learning:</p> <ul style="list-style-type: none"> This sub-folder contains evidence of student learning (e.g., pre-post assessments, student portfolios, performance evaluations, capstone projects, etc.) Please use appropriate filenames consistent with the file naming convention adopted so far <p>Sub-folder 4. Support Documents for Teaching:</p> <ul style="list-style-type: none"> This sub-folder contains three sub-folders to organize additional evidence of teaching and teaching related activities. If any of these sub-folders is not relevant, then delete it Sub-folder: Course Stuff <ul style="list-style-type: none"> This would contain sample copies of syllabi, exams, assignments, evidence (if any) of innovative instructions, etc. Combine all syllabi samples into one PDF file (filename: <i>Syllabi.pdf</i>) Combine all exam samples into one PDF file (filename: <i>Exams.pdf</i>) Combine all assignment samples into one PDF file (filename: <i>Assignments.pdf</i>) Combine all evidence of innovative instructions into one PDF file (filename: <i>Innovative Instructions.pdf</i>) Sub-folder: Evidence of Course-Curriculum-Program Development <ul style="list-style-type: none"> This would contain supporting or evidence materials for course, curriculum, study abroad, study away program development (as appropriate) Sub-folder: Teaching Development Activities <ul style="list-style-type: none"> This folder would contain supporting or evidence materials for teaching development activities (e.g., teaching workshops or
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	<p>conference attended, participation in CELT Session, learning new pedagogy, etc.)</p>
<p>F. Section IV Scholarship and Professional Development folder contents: [This folder is optional for non-tenure track personnel actions]</p> <p>A. Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc. (PDF)</p> <p>B. Reverse chronological list of completed professional development activities (PDF)</p> <p>C. Reverse chronological list of work in progress (PDF)</p> <p>1. Evidence of Externally Refereed Publications (sub-folder)</p> <p>2. Evidence of Externally Refereed Grants and Contracts (sub-folder)</p> <p>3. Evidence of Externally Refereed Patents, Software, or Hardware System (sub-folder)</p> <p>4. Evidence of Other Professional Development (sub-folder)</p> <p>5. Evidence of Work in Progress (sub-folder)</p>	<p>Folder F. Section IV Scholarship and Academic Achievement:</p> <ul style="list-style-type: none"> ▪ The candidate uploads three PDF files in this folder and populates all sub-folders in this section as appropriate. This folder is optional for non-tenure track candidates. <p>PDF A: Research and Scholarship</p> <ul style="list-style-type: none"> ▪ Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc. ▪ This PDF should be titled: <i>1-Research-and-Scholarship.pdf</i> <p>PDF B: Professional Development</p> <ul style="list-style-type: none"> ▪ Reverse chronological list of completed professional development activities. ▪ This PDF should be titled: <i>2-ProfessionalDevelopment.pdf</i> <p>PDF C: Work in progress</p> <ul style="list-style-type: none"> ▪ Reverse chronological list of work in progress and other activities ▪ This PDF should be titled: <i>3-WorkInProgress.pdf</i> <p>Sub-folders 1-5: Evidence of Scholarship and Professional Development</p> <ul style="list-style-type: none"> ▪ These folders should contain all of the evidence for Section IV as appropriate ▪ The evidence within each subfolder should be PDF document with appropriate filenames following the file naming convention ▪ Note, the candidate will be providing the reviewers evidence for each piece of externally refereed scholarship listed

<p>G. Section V Service folder contents:</p> <ol style="list-style-type: none"> 1. Chronological List of Service Activities (PDF) 2. Evidence of Service Areas A-D (sub-folder) 	<p>Folder G. Section V Service:</p> <ul style="list-style-type: none"> • The candidate uploads a PDF (described below) in this folder and populates the sub-folders with evidence of service areas A-D as outlined on COSM Tenure and Promotion Application Form. • Chronological List of Service (PDF): <ul style="list-style-type: none"> ▪ Create a PDF document that lists all of your service activities in chronological order. ▪ Break this listing into the four sections based on service Area A-D as outlined in the COSM Performance Guidelines. • Link the names of each activity to the evidence which should be in PDF format and located in the evidence folders • This PDF document should be titled: <i>ListOfService.pdf</i> <p>Sub-folders: Evidence of Service Areas A-D:</p> <ul style="list-style-type: none"> • These sub-folders should contain all of the evidence for Section V. For instance, committee assignment documentation, copies of meeting minutes, or copies of products developed.
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