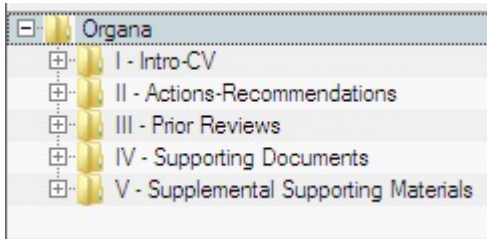


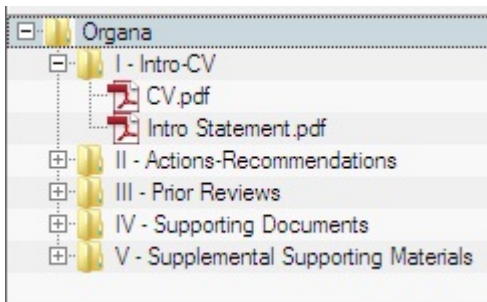
University Rank & Tenure Electronic File Submission Guidelines

The following guidelines are to assist in the preparation of faculty candidate files for electronic submission.

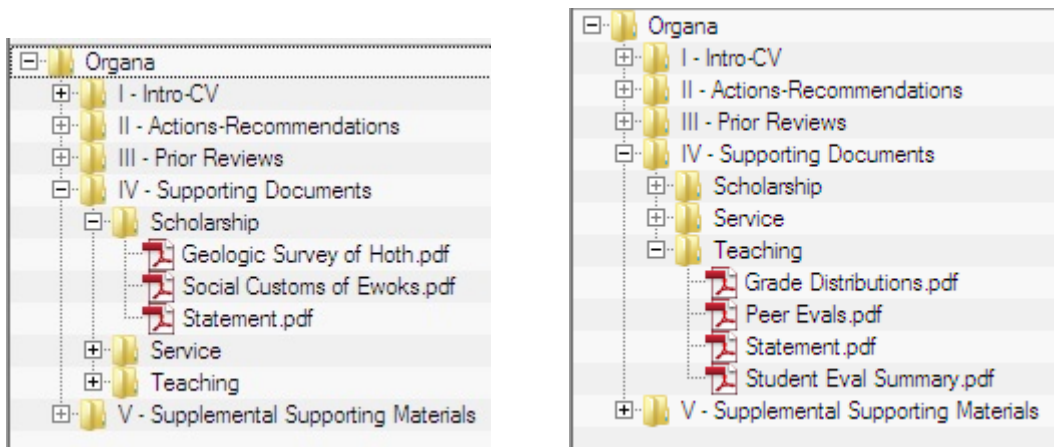
- ❖ Begin by creating the electronic folder system that you will use for your documents. There should be a folder for each of the five main sections listed below.



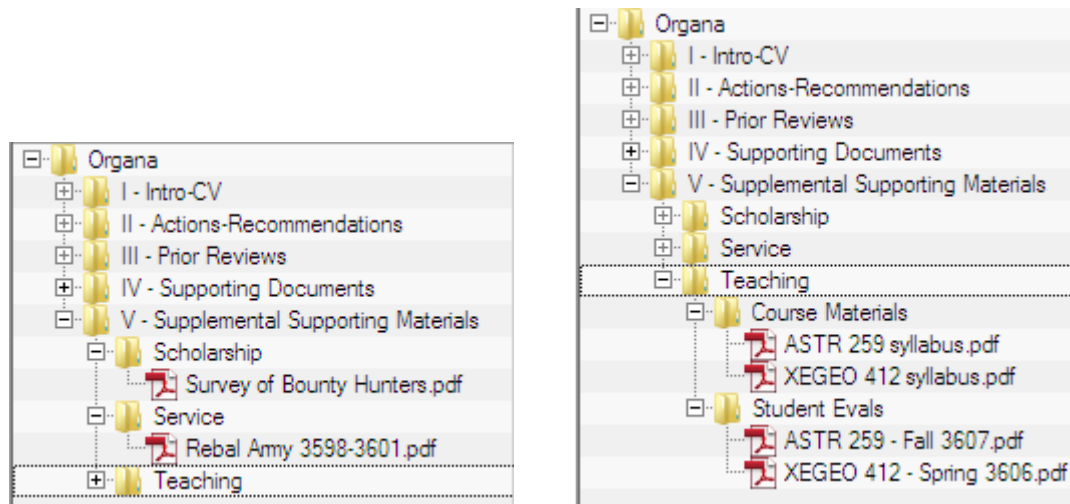
- ❖ Excessive use of subfolders is to be avoided. For example, the two documents that complete the folder *I-Intro-CV* do not need to be placed in subfolders.



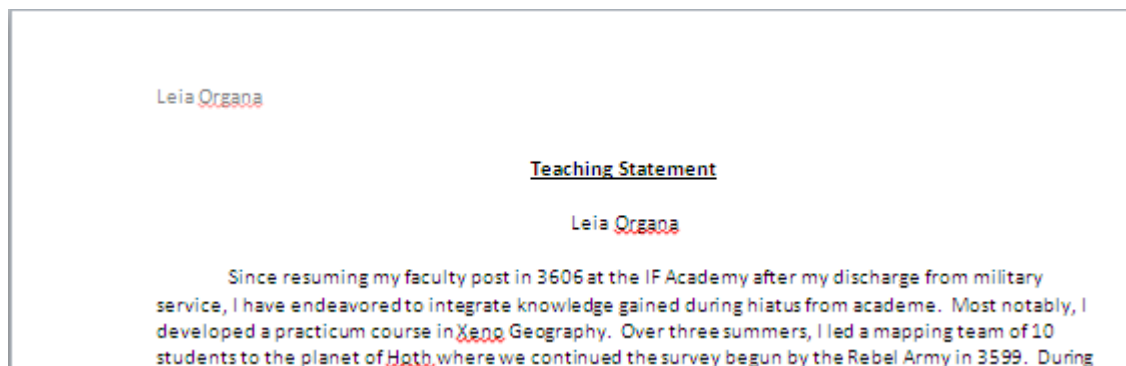
- ❖ However, additional subfolders can be used with discretion when the number of documents would make reviewing unwieldy - such as folders IV and V which have multiple groupings of documents.



For example, in folder V, if you have a number of course material documents (syllabi, sample exams, student feedback, etc.) and many student course evaluations, you may wish to have a subfolder named “Course Materials” and one called “Student Evals” in your ‘Teaching’ folder.



- ❖ Gather documents that will be included in your file. Review the documents in each folder listed below and organize them accordingly.
- ❖ Save electronic copies of your documents for submission in **PDF format**. Either scan hard copies or convert existing electronic ones created in Word, Excel or PowerPoint.
- ❖ Why do we require documents be in PDF format? Two reasons: 1) Unlike Word/Excel/PowerPoint documents, someone viewing your document in PDF cannot delete or alter the contents by mistake, and 2) It allows us to place a security feature on your PDF documents so that they cannot be printed or viewed without permission. **PDF documents help us to maintain the integrity and confidentiality of your file.**
- ❖ Documents corresponding to the items in column 1 of the chart below are to be named in the manner shown under “File Name” in column 3. Save your PDF documents into the folders you have created. A word about your Statement documents (i.e.: Statement on Teaching, Statement on Scholarship, etc.) please be sure to include your name in the body of the document such as in the header or under the title.



- ❖ If you have not already done so, contact your department chair or dean's office regarding how you should submit your electronic file documents once it is complete.
- ❖ Once your file has been submitted to your department or college and the formal review process of your file has begun, additions to your file cannot be made without the written consent of the department chair and/or department/college review committee/dean.

**Folder or
Document**

Description

File Name

FOLDER I		
Introductory Statement and Vita		
Document I.A	Introductory Statement	Intro
Document I.B	Comprehensive Curriculum Vitae	CV

FOLDER II		
Department and School/College Actions and Recommendations (documents added to file by department chair and/or dean's office)		
Document II.A	Recommendation of the Department Personnel Committee	Dept Review Cmte
Document II.B	Department Chairperson's recommendation	Dept Chair
Document II.C	College Rank and Tenure Committee recommendation	College Review Cmte
Document II.D	Dean's recommendation	Dean
Document II.E	External evaluations of scholarship (include reviewer's CV)	External Review- Last Name of reviewer

FOLDER III		
Prior Reviews		
Document III.A	Mid-probationary Review (for tenure candidates)	Midprobationary
Document III.B	Annual Professional Reviews (for tenure candidates, this includes all prior annual reviews. For promotion candidates, this includes all reviews since the last promotion but not more than previous 5 years.)	APR[year]

FOLDER IV

Supporting Documents

TEACHING

Document IV.A.1	Teaching Statement	Statement
Document IV.A.2	Student Evaluations Summary Chart	Student Evals Summary
Document IV.A.2a	Student Evaluations Summary Chart Analysis	Student Evals Analysis
Document IV.A.3	Peer Evaluations	Peer reviews
Document IV.A.4	Grade Distributions	Grade Distributions

SCHOLARSHIP

Document IV.B.1	Scholarship Statement	Statement
Document IV.B.2	Scholarship Example 1 (if an article has been accepted for publication, include a copy of that communication as the first page or two of the document)	1 st 3-4 words in title
Document IV.B.3	Scholarship Example 2	1 st 3-4 words in title
Document IV.B.4	Scholarship Example 3 (optional)	1 st 3-4 words in title

SERVICE

Document IV.C.1	Service Statement	Statement
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FOLDER V**Supplemental Supporting Materials**

Document V.A	Course syllabi and materials such as sample assignments and examinations	Course Name Number
Document V.B	All Student Evaluations including original forms and reports	Student Evals- Course Name Number-QYear
Document V.C	Additional Evidence of Scholarship – books may be submitted in hardcopy, along with CDs, DVDs	1 st 3-4 words in title
Document V.D	Additional Evidence of Service	Service-Year