

College of Humanities and Social Sciences Guide to Posting Promotion, Tenure, and Promotion/Tenure Dossiers on OneDrive

- By the first week of fall classes, each candidate for promotion and tenure will find a folder in their OneDrive folder.
- Your folder should be named “<Lastname, firstname> Promotion to Associate Professor/Tenure/Promotion to Professor/Promotion to Senior Lecturer.”
 - Consult Appendix A for directions on accessing your OneDrive folder.
- Except as stipulated below, candidate will be responsible for loading documents into sub-folders.
- Before submitting documents to department committee, department heads should review dossiers for completeness
- Candidate’s folder should contain seven sub-folders listed below
 1. “Policies – VSU – College – Department: (These documents will already be loaded in candidate’s folder.)
 - i. Copy of [VSU Tenure and Promotion Policies and Procedures](#)
 - ii. Depending on personnel action, a copy of the [Promotion and Tenure Policies](#) or the [Lecturers Evaluation Policies and Procedures](#)
 2. “Review Letters”
 - a. Department Promotion and Tenure Committee’s Letter of Recommendation
 - b. Department Head’s Letter of Recommendation
 - c. COHSS College Promotion and Tenure Committee’s Letter of Recommendation
 - d. COHSS Dean’s Letter of Recommendation
 3. “Cover Pages and Applications”
 - i. Cover Sheets from Academic Affairs (These documents will be loaded in candidate’s folder by the dean.)
 - ii. Completed applications from either the [Promotion and Tenure Policies](#) or [Lecturers Evaluation Policies and Procedures](#)
 - a. Only include the application portion. Do not include the prefatory material of this document.
 - b. Complete all sections of the applications and include supporting material in the folders below.
 - c. The point count charts will be routed as separate DocuSign documents to the candidate, chair of the department promotion and tenure committee, and department chair. (The associate dean does this, not the candidate.
 - iii. Curriculum Vita
 4. “Annual Evaluations”

- i. Pre-Tenure or pre-promotion letter from Department Promotion and Tenure Committee
 - ii. Pre-Tenure or pre-promotion Letter from Department Head
 - iii. Pre-Tenure or pre-promotion Letter from Dean
 - iv. Annual evaluations (Include in one document, beginning with the most recent)
 - v. “Evaluation of tenure candidate to be completed by tenured departmental faculty” to be added by department head. (If candidate is going up for tenure.)
5. “Teaching Instruction and Student Learning”
- i. SOI information
 - a. Include SOI quantitative data—with corresponding student comments—for each year under review. (Include in one document, beginning with the most recent.)
 - ii. Peer Review Letters
 - a. Include in one document
 - iii. Supporting instructional materials
 - a. Representative syllabi – one syllabi for each level of class you teach: lower-division, upper-division, graduate
 - b. Representative assignments – one for each level of class you teach: lower-division, upper-division, graduate
 - iv. Evidence of student learning (See examples below)
 - a. Mentoring of undergraduate research
 - 1. Presentations and publications
 - 2. Applied research projects
 - b. Mentoring of graduate research
 - 1. Theses and dissertations
 - c. Assessment of student learning
 - 1. Pre- and post-tests
 - 2. Student certificates earned
 - v. Other Documentation
 - vi. Any other supporting material for teaching activities in section I.B. that is not included in a category above.
6. “Scholarship, Professional Development, Research, and Creative Works”
(Numbering {i, ii, iii} may vary, depending on number of publications)
- i. Copies of externally refereed publications as listed in section II.A of your promotion and tenure application or on your CV (for lecturers)
 - a. Each article or book chapter should be loaded as a separate document and named with the publication’s title.
 - b. For books, include a .pdf, galley proof, or other digital copy or link

- Make sure that you title page and other front matter from book, including table of contents and introductory material
 - ii. Each publication should be followed by material demonstrating a peer reviewing process
 - a. Title page of journal
 - b. Table of contents (for books)
 - c. Introductory material
 - d. Editorial board
 - e. Editors' and reviewer's comments, revise and resubmit documentation
 - f. Impact factors, number of citations (if available)
 - iii. Documentation of other professional development activities in section II.B of the promotion/tenure application or on your CV (for lecturers)
 - a. Copies of conference papers
 - Include conference program
 - b. Copies of reviews
 - c. Copies of grant proposal
 - Include copies of acceptance letters or other documentation
7. "Service"
- i. Supporting material of service
 - a. Include material that documents evidence of service
 - 1. Committee assignments and minutes
 - 2. Correspondence
 - b. Include documentation in the order in which it was listed in your application or CV

NOTES

- Documents numbered "1, 2, 3" represent folders.
- Documents numbered "i, ii, iii," represent single, separate documents.
- Documents should be saved as a PDF format.
- The college dean and associate dean will have full access to dossiers throughout the process.
- The point count grids and Academic Affairs cover sheets will be routed via Docusign.

Deadlines (If these dates fall on weekends, the following working day constitutes the deadline.)

- September 1 - Candidates submit dossier to department head, who will ensure that documents are scanned into appropriate.pdf documents and loaded into the candidate's OneDrive folders. The dean's office will give department tenure and promotion committees access to their candidates' respective documents. Scanning will be done in accordance with college's policy.

- Department head will send names of department's promotion and tenure committee to the dean, who will give committee members access to their candidates' documents.
- October 1 - Departmental P&T Advisory Committee submits a report to the department head.
- October 15 - Department head prepares report and provides the candidate with a copy.
- October 21 - Department head forwards the dossier to the dean's office.
 - Dean will give the college promotion and tenure advisory committee access to these documents and will remove all department-level access.
- November 13 - College P&T Advisory Committee submits a letter and recommendation to the dean.
 - Dean will remove college committee's access to folders.
- November 15 - Dean informs candidates of dean's decision.
- TBA - Dean submits P&T dossiers going forward to the Provost's Office.
 - Dean will give university advisory committee and provost access to candidates' documents.

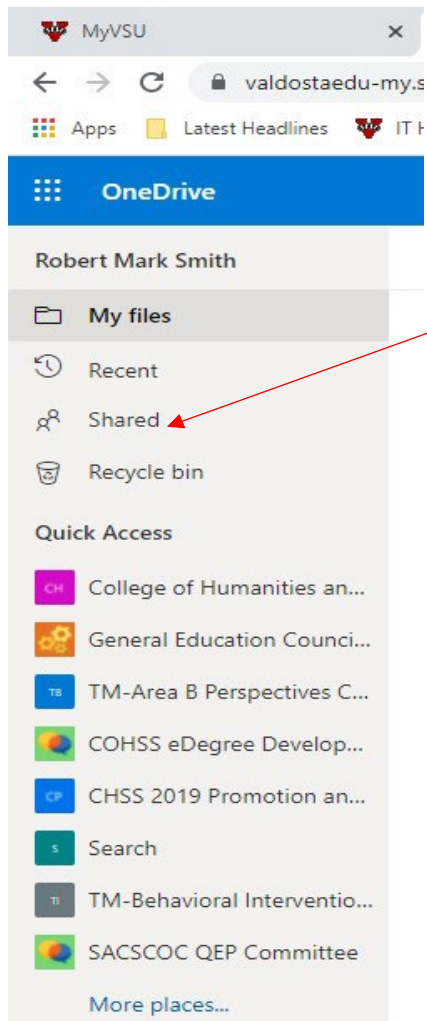
File Permission Levels in One Drive

- The deans will have "Full Control" access to all files.
- The department heads will have "Contribute" access, allowing them to view, add, update, and delete list items and documents
- Committee members will have "Restricted View" access, allowing them to view pages, list items, and documents. Documents can be viewed in the browser but not downloaded.

Appendix A - Accessing your folder in OneDrive

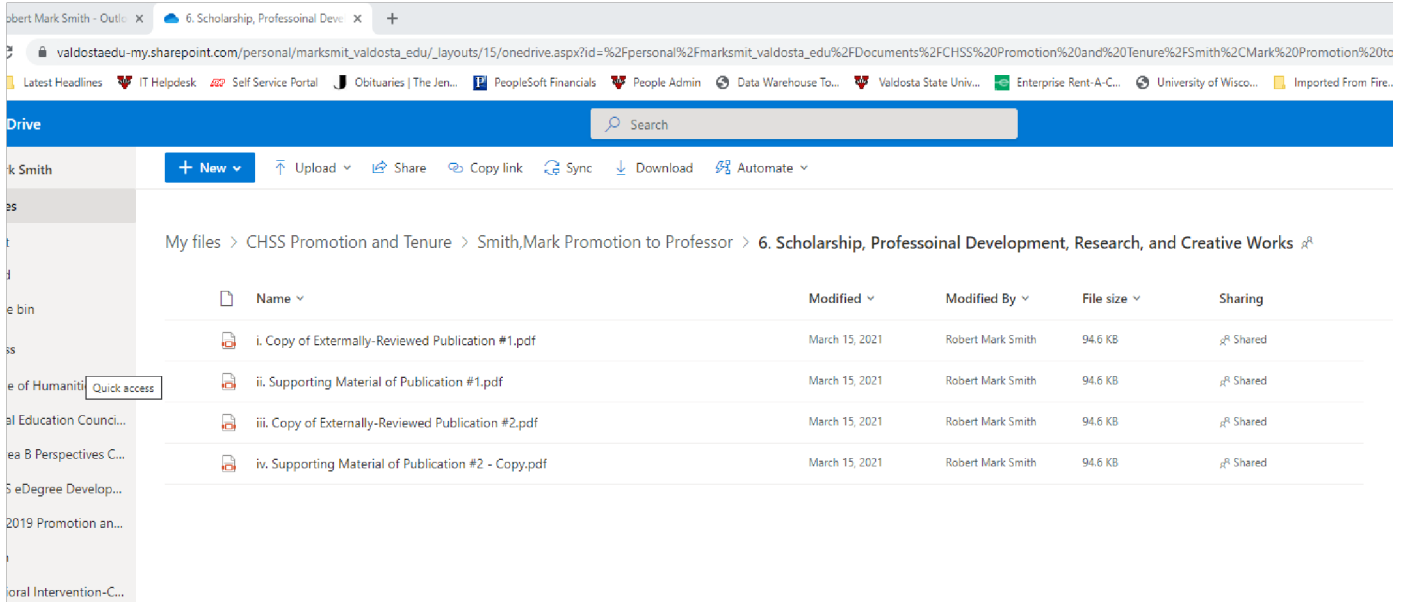
Note: If your desktop file manager is synced to your OneDrive, you can access these documents through your desktop. Otherwise, follow these directions:

1. Access your email through Outlook.
2. Click the nine-dot icon in the upper left-hand corner of your screen.
3. Click “OneDrive” in the drop-down menu.
4. Click “Shared” in the left-hand margin of your screen to access your folder.



Appendix B – Organizing your scholarly productions

Note that each article is loaded in a single document, followed by documentation in a single document.



The screenshot shows a web browser window displaying a SharePoint OneDrive interface. The address bar shows the URL: valdostaedu-my.sharepoint.com/personal/marksmi_valdosta_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmarksmi_valdosta_edu%2FDocuments%2FCHSS%20Promotion%20and%20Tenure%2FSmith%2CMark%20Promotion%20to%20Professor%20-%206%20Scholarship%20Professional%20Development%20Research%20and%20Creative%20Works%20-%20i%20Copy%20of%20Externally-Reviewed%20Publication%20%231.pdf. The interface includes a search bar, a navigation pane on the left, and a main content area with a table of files.

My files > CHSS Promotion and Tenure > Smith,Mark Promotion to Professor > 6. Scholarship, Professional Development, Research, and Creative Works ^R

Name	Modified	Modified By	File size	Sharing
i. Copy of Externally-Reviewed Publication #1.pdf	March 15, 2021	Robert Mark Smith	94.6 KB	Shared
ii. Supporting Material of Publication #1.pdf	March 15, 2021	Robert Mark Smith	94.6 KB	Shared
iii. Copy of Externally-Reviewed Publication #2.pdf	March 15, 2021	Robert Mark Smith	94.6 KB	Shared
iv. Supporting Material of Publication #2 - Copy.pdf	March 15, 2021	Robert Mark Smith	94.6 KB	Shared

