

## COSM OneDrive Electronic Submission Instructions for Post-Tenure Review (PTR) for Tenured Faculty and 5<sup>th</sup> Year Reviews for NonTenure-Track (NTT) Faculty

Post-tenure review policy was recently changed by the USG, and may supersede VSU, CoSM, or Departmental Policy, but as of 6/8/2022 VSU has not altered their PTR and 5-Year Review for nontenure-track policy.

**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 <sup>th</sup> year review not applying for promotion (due 5 years after last personnel action)
Tenured Associate Professor submitting 5th year review and not applying for promotion (due 5 years after last personnel action)	Lecturer submitting 5 <sup>th</sup> year review or beyond initial 5 <sup>th</sup> year review and not applying for promotion to Senior Lecturer

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 5<sup>th</sup> year review or PTR in fall 2020, then their next submission in fall 2025. Or if a faculty member becomes a full professor starting in August of 2020 (they submitted their dossier in the fall 2019), then they will submit their PTR in fall 2024. Required documents are:

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

In a 5-year/PTR dossier, 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 choose to submit a dossier following the instructions for the appropriate promotion. This would provide 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/PTR. If a faculty member chooses to do this, the timeline for 5-year/PTR 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: <b>FirstName LastName Post Tenure (5year) Review</b></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"> <li>• Follow instructions for correct personnel action.</li> <li>• Do not change the names of folders or sub-folders that have already been created.</li> <li>• The candidate uploads all PDFs using the specified naming conventions.</li> </ul>

CoSM Post-Tenure (5year Review)	Electronic File Organization and Specific Instructions for Naming and Uploading Files into Appropriate Folder
<p>Folder: <b>FirstName LastName Post-Tenure RevAY</b></p>	<p>Folder Example:  <i>Alice Smith PTR AY21-22</i> or  <i>Alice Smith NTT5YrRev AY21-22</i></p>
<p><b>A. Review Letters for Current Action</b> folder contents:</p> <ol style="list-style-type: none"> <li>1. Department Committee (PDF)</li> <li>2. Department Head (PDF)</li> <li>3. CoSM Dean (PDF)</li> </ol>	<p>Folder <b>A. Review Letters for Current Action:</b></p> <ul style="list-style-type: none"> <li>• Review letters for your action will be uploaded into this folder as the review progresses.</li> <li>• Access to this folder will shift from department level to the Dean's level as the process progresses through the stages of review.</li> <li>• When a letter writer uploads to this folder she or he should also send copies to the candidate.</li> <li>• Please use these naming conventions:  <i>1-DepartmentCommitteeLetter.pdf</i>  <i>2-DepartmentHeadLetter.pdf</i>  <i>3-COSMDeanLetter.pdf</i></li> </ul>
<p><b>B. Coversheet, CV and Self-Evaluation</b></p> <p>Folder contents:</p> <ol style="list-style-type: none"> <li>1. CoSM Post-Tenure or 5-year Review Coversheet (PDF)</li> <li>2. Curriculum Vita (PDF)</li> <li>3. Self-evaluation narrative (PDF)</li> </ol>	<p>Folder <b>B. Cover page and Self-Evaluation:</b></p> <p>This subfolder will contain 3 required pdf files.</p> <ol style="list-style-type: none"> <li>1. CoSM Coversheet (Post-Tenure or 5-year review) <ul style="list-style-type: none"> <li>• Fillable Word document is available from: <a href="https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php">https://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php</a></li> <li>• This PDF document should be titled:  <i>1-COSM-PTR-Coversheet.pdf</i> or <i>1-COSM-5YrRev-Coversheet.pdf</i></li> </ul> </li> <li>2. CV: <ul style="list-style-type: none"> <li>• Your CV should be in reverse chronological order.</li> <li>• The PDF should be titled:  <i>2-CV.pdf</i></li> </ul> </li> </ol>

	<p>3. Self-evaluation:</p> <ul style="list-style-type: none"> <li>This is the self-evaluation narrative. The PDF should be titled: <i>3-SelfEvaluation.pdf</i></li> </ul>
<p><b>C. Annual Evaluations</b></p> <p>Folder contents:</p> <ol style="list-style-type: none"> <li>Annual faculty evaluations from the period (previous 5 years) under review (PDF)</li> <li>Optional: Annual Faculty Activity Report and Action Plan from period under review (that is, previous 5 years) (PDF)</li> <li>Optional: Annual Evaluation Supporting Material (Optional Sub-folder)</li> </ol>	<p>Folder <b>C: Annual Evaluations</b></p> <ol style="list-style-type: none"> <li><b>Required:</b> Combine all annual evaluations from period under review (previous 5 years) in one file. The file should be named: <i>1-AnnualEvals.pdf</i></li> <li>Optional: Combine all Annual Faculty Activity Reports and Action Plans (AFARAPs) from period under review (last 5 years) in one file. The file should be named: <i>2-AFARAPs.pdf</i></li> </ol> <p>Sub-folder: Annual Evaluation Supporting Material (Optional)</p> <ul style="list-style-type: none"> <li>This is an optional sub-folder where faculty may submit additional materials related to annual evaluation.</li> <li>Appropriate file names, following the format adopted here, should be chosen.</li> <li>If this sub-folder is not relevant for current action, faculty may delete it.</li> </ul>
<p><b>D. (Optional) SOI-and-Teaching</b> folder contents:</p> <ol style="list-style-type: none"> <li>SOI Summary Table for period under review (PDF)</li> <li>SOI Questions (PDF)</li> <li>SOI Results (PDF)</li> <li>Peer Evaluations of Teaching (PDF)</li> <li>(Optional) Additional Support Document for Teaching and Student Learning (Subfolder)</li> </ol>	<p>Optional Folder <b>D. SOI-and-Teaching (Optional)</b></p> <ul style="list-style-type: none"> <li>When there is more than one of each document, compile the documents in chronological order.</li> <li>If the folder is not relevant for current action, faculty may delete it.</li> </ul> <ol style="list-style-type: none"> <li>SOI Summary Table <ul style="list-style-type: none"> <li>Table(s) summarizing student opinions of instruction for the period under review. Instructions for creating an Instructor Summary Report from the SOI portal (prior to Fall 2019) and/or SmartEvals (Fall 2019 to present), can be found: <a href="https://www.valdosta.edu/academics/academic-affairs/sois/export-soi-reports.php#instructorsummarysmartevals">https://www.valdosta.edu/academics/academic-affairs/sois/export-soi-reports.php#instructorsummarysmartevals</a></li> </ul> </li> <li>SOI Questions <ul style="list-style-type: none"> <li>This PDF should be titled: <i>2-SOI-Questions.pdf</i></li> </ul> </li> <li>SOI Results <ul style="list-style-type: none"> <li>This PDF should be titled: <i>3-SOI-Results.pdf</i></li> </ul> </li> <li>Peer-Evaluation of teaching <ul style="list-style-type: none"> <li>Combine all peer evaluation files into one PDF file</li> <li>This PDF should be named : <i>4-PeerEvaluationsOfTeaching.pdf</i></li> <li>If there is a departmental peer evaluation policy and/or form, please include that as a PDF with the file name:</li> </ul> </li> </ol>

	<p style="text-align: center;"><i>5-DEPTNAME-PeerEvaluationPolicy.pdf</i></p> <p>Subfolder: <b>Additional Support Documents for Teaching and Student Learning (Optional)</b></p> <ul style="list-style-type: none"> <li>• This is the sub-folder where faculty may submit additional materials or evidence of teaching and student learning.</li> <li>• Appropriate short file name, following the format adopted here, should be chosen.</li> <li>• If the subfolder is not relevant for current action, faculty may delete it.</li> </ul>
<p><b>E. (Optional) Scholarship and Professional Development</b> folder contents:</p> <p>Relevant materials related to faculty research, scholarship, and professional development.</p>	<p>Optional Folder <b>E: Scholarship and Professional Development (Optional)</b></p> <ul style="list-style-type: none"> <li>• In this folder faculty may put any materials/evidence related to research accomplishments, scholarship, or other professional development activities.</li> <li>• If there are multiple files of same type/category, combine them into single file</li> <li>• Lists should be in reverse chronological order, and appropriate short file name, following the format adopted here, should be chosen.</li> <li>• If the folder is not relevant for current action, faculty may delete it.</li> </ul>
<p><b>F. (Optional) Service</b> folder contents:</p> <p>Relevant materials/evidence related to service activities.</p>	<p>Optional Folder <b>F: Service (Optional)</b></p> <ul style="list-style-type: none"> <li>• In this folder faculty submits materials/evidence related to service activities.</li> <li>• Service activities may be classified into 4 categories (Community, Institution, Profession, and Other)</li> <li>• Each category may have a list in reverse chronological order with following filenames: <ul style="list-style-type: none"> <li><i>1-ServiceToCommunity.pdf</i></li> <li><i>2-ServiceToInstitution.pdf</i></li> <li><i>3-ServiceToProfession.pdf</i></li> <li><i>4-OtherServices.pdf</i></li> </ul> </li> <li>• If there are multiple files of same type/category, combine them into single file.</li> <li>• If the folder is not relevant, the faculty member may delete it.</li> </ul>