Online Promotion & Tenure Review, Process Flow

This process, which will be used by all candidates for P&T, allows for online review capability anywhere there is Internet access.

In all cases, use of the term “department” is intended to represent both departments and programs, and “heads” is intended to refer to both heads and chairs. Use of the term “teaching” is intended to represent both teaching and librarianship.

1. As soon as possible, academic units should provide Facility Personal Services (FPS) (c/o Ms. Andrea Whitley) and Academic Technology Systems (ATS) (c/o Ms. Connie Sidden) with a list of faculty in their unit who will be reviewed for promotion and/or tenure. Units will provide these lists in early spring, prior to the subsequent fall review in time for the Canvas structure to be implemented.

2. To allow for the electronic submission of documents, ATS will create an “organization” within Canvas for each P&T candidate. The organization (Org) provides access to promotion and tenure policies and detailed instructions for the candidates and review committees. It is designed to follow the established dossier format, but is arranged in sections for the candidate and each level of the review process. Although most dossier materials will be in PDF format, Canvas also allows for the inclusion of electronic links to provide reviewers easy access to additional candidate materials. Each Org will be named “(CANDIDATE’S LAST NAME, FIRST NAME) - PROMOTION AND TENURE,” and will be available to the candidate when they logon to Canvas after they accept their email invitation to the Org. If the candidate sees an Org with a name other than his or her own, they should inform Connie Sidden immediately (contact information provided below.)

3. After the Org is established, ATS will grant leader role (administrative) access to the dean and/or a designated unit administrator.

4. The unit administrator will assign leader role (administrative) access to the candidate, his or her department head, and perhaps a designated departmental administrative assistant or faculty mentor. The department head or departmental administrative assistant will assign (or remove) leader role access to faculty in the department, as appropriate.

5. The candidate, department head, and/or departmental administrative assistant will upload the promotion and tenure documents. Part A for the candidate and Part B for the department will contain summaries of all the primary evidence that is required for review by the department. Departments differ in terms of their preference for who is assigned to assemble sections of those summaries. For example, in some departments the candidate is responsible for creating summaries of student course evaluations and comments. In others, the head or a designated faculty member might prepare those evaluation summaries. As the material to be submitted is proofed, changes to documents in Parts A
& B may need to be made to insure accuracy. During this phase, those preparing the various sections should work on the documents off-line. Only when all of the sections are in their final form, and the text is converted to PDF files, should they be uploaded to the appropriate sections of Part A and Part B.

6. Beginning on the date the dossier is due for departmental review (determined by the department head), the department head or departmental administrative assistant will assign leader role access to the chair of the departmental review committee and participant access (read only) to members of the departmental review committee. The candidate’s leader role access will be changed to participant access (read only). The candidate will retain participant role access (read only) throughout the remainder of the review process.

Since the candidate loses leader role (write) access when the dossier is delivered for department level review, candidates who wish to respond to reviews at the department level, make changes to Part A (updates to Part A cannot be made after the departmental vote1), or add permitted additional information1, should send their responses to reviews, changes to Part A, and/or permitted additional information to the department head, who will upload the information to Part A or Part D as appropriate. (Permitted additional information and responses to departmental reviews are uploaded to Part D.I, and Part D.II, respectively.)

Part C contains evaluations by the departmental faculty and the department head. During this phase, the department head and possibly a designated faculty member who will report for the departmental faculty, will have leader role access. If there are dissenting opinions, those will be uploaded to Part C.III by the department head.

7. Beginning on the date the departmental review ends (determined by the dean), the designated unit administrator will give leader role access to the dean, and will remove all departmental access with the exception of participant role access by the candidate.

8. Beginning on the date the dossier is due for unit review (determined by the dean) the designated unit administrator will give leader role access to the chair of the unit review committee, and perhaps to a designated administrative assistant. Participant role access (read only) will be given to members of the unit review committee.

Part E contains the evaluations by the unit review committee and the dean. If there are dissenting opinions, those will be uploaded to Part E.I.a by the dean. If the candidate wishes to respond to reviews at the unit level, or to add permitted information1, those additions and/or responses will be sent to the dean, who will upload the information to Part D.I and Part D.III, respectively.

9. Beginning on the date the dossier is due for University review (determined by the Provost) ATS will remove unit access and give leader role access to the Chair of the University Review Committee, and will give participant role access to the members of the University Review Committee.
10. When the University Review Committee has added its evaluations, all University Committee access will be removed by ATS, and leader role access will be granted to the Provost, the Chancellor, the Dean of the Graduate School and the Vice Chancellor of Research and Economic Development for their evaluations.

Note to Reviewers: To review a candidate's materials, click the links in Part A through Part I that are titled "Click here to upload...."

\[\text{(1) See Promotion, Tenure, Academic Freedom, and Due Process Regulations, Section 4.B.i.g.(2) and Section 4.B.ii.c(1).}\]

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