

August 5, 2015

AY2015/2016 Preparation Guidelines and Submittal Deadlines for Provost-Level Review of Lecturer Candidates for Promotion

Dear Deans, Directors, Chairs and College Administrators:

Provided here are deadlines, guidelines and templates for organization and submittal of Lecturer promotion files for Provost-level review. As stated in the past, no single template can meet all needs or cover all bases. If your academic unit does not use any of the categories of materials listed in the guidelines, simply load a document stating this section is not application. However, the more consistent the file formats are, the more comprehensible they will be to reviewers at every level. While compliance with file naming guidelines is strongly recommended, please assure candidates that the outcome of their reviews will not be jeopardized if file names vary. As always, if you have suggestions for improving the review process, we hope you will share them with us.

Online Promotion Dossier Organization of Contents and File Naming Guidelines

This year you are encouraged to use the SharePoint online promotion repository and review system hosted for us by the University Libraries. SharePoint site administrators can begin entering candidate and College/Department administrator names into the system to provide access as soon as you submit them to Jennifer Love on the attached form.

It is strongly recommended that department/college administrators upload all materials into SharePoint for candidates to insure consistency and completeness. However candidates may be allowed to upload their own materials provided that their department/college administrators are willing to provide them with direct help and support.

All materials must be submitted in digital PDF format. Online content in formats that cannot be converted to PDF format should be linked to, via an open URL (not password protected). If any materials present unique challenges, especially books, please confer with Jennifer Love, Academic Affairs Program Planning Officer, for further guidance prior to attempting to load.

Please nominate the college and department administrators who will administer the system on your behalf as soon as possible so that their access to the SharePoint system can be established. Please note that the University Libraries IT group can only provide technical support directly to designated college and department administrators. Technical support requests will be answered within one business day of submission.

The organizational requirements for materials in SharePoint are described below.

Timelines

Below are the deadlines for submission of materials for review at the Provost's level. Deans are responsible for setting internal deadlines for college level review.

Administrators

- Submit to Jennifer Love, Academic Affairs Program Planning Officer, the names of all Lecturer in your department, school or college who will be reviewed for promotion during AY2015/2016 by **September 4, 2015**.
- Submit to Jennifer Love all administrator and reviewer names for permission setting for the online review system by **September 4, 2015**; please use the attached template.

Candidate Materials

- Promotion files (candidate dossier, departmental and/or college reviews and recommendations) completed and fully uploaded in online review system for Provost Level access by **5:00 pm on April 1, 2016 [firm deadline]**.

Academic Affairs

- The Faculty Handbook deadline for Provost's final decision in promotion reviews is **June 30, 2016 [firm deadline]**.

Thank you for your attention to these deadlines. Please let us know if you have questions or concerns.

Thank you all for your hard work in these efforts.

Sincerely,



Carol A. Parker
Senior Vice Provost

cc: Chaouki Abdallah, Provost and Executive Vice President for Academic Affairs
Jennifer Love, Academic Affairs Program Planning Officer

SharePoint General Organizational Requirements for Lecturer Promotions:

Candidate Portion:

1-Curriculum Vitae (*folder name*)

Within this folder, include:

- a) A comprehensive CV, in College format

Named: 1-(last name, first initial) CV

Example: 1-Smith, A CV

2-Teaching (*folder name*)

Within this folder, include:

- a) A teaching statement or teaching portfolio

Named: 2-(last name, first initial) teaching statement –or—teaching portfolio

(some colleges require statements, some require portfolios)

- b) Summary of Student Evaluations

Named: 4-(last name, first initial) student evaluations summary

(submit summary form only from ICES-IDEA or other college summary for every semester you have taught; do not attach individual students' response sheets to summary)

- c) Peer teaching evaluations (*sub folder*)

Within this sub-folder, include:

- a. *General peer teaching evaluations not related to a specific course*

Named: 4-(last name, first initial) peer teaching evaluation (reviewer name)

Example: 4-Smith, A peer teaching evaluation Jones J

- d) Course Materials (*sub folder*)

Each course requires a separate sub-folder named: YYYY_semester_COURSE number

Example: 2013_spring_ENGL422

Within each separate course sub-folder include:

- a. Course syllabus

- b. Peer course reviews

- c. Optional: you may include original teaching materials and student comments on ICES in your Course sub folders

3-Service (*folder name*)

Within this folder, include:

- a) Service Record Statement
 - a. *This list must be signed by the Chair, acknowledging that all items have been placed in file.*
- b) Optional explanatory materials

4-Supplemental Materials (*folder name*)

Within this folder, include:

- c) Comprehensive List of contents of Supplemental Materials
 - a. *This list must be signed by the Chair, acknowledging that all items have been placed in file.*
- d) 1_Books
 - a. List each as 1.1 (author, title, etc.), 1.2, 1.3, etc.
- e) 2_Articles
 - a. List each as 2.1 (details), 2.2, 2.3, etc.
- f) 3_Research Grants
 - a. List each as 3.1 (details), 3.2, 3.3, etc.
- g) 4_Reviews of grant proposals or manuscripts
- h) 5_Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications
- i) 6_Other

While Lecturers are not required to engage in research, scholarship or creative works, some do. In most cases the candidate will suggest what is to be included and will provide this material after consultation with the Chair.

Department Portion

5-Annual Reviews (*folder name*)

Within this folder, include:

- a) Chair's summary of candidate's annual reviews
- b) Individual annual reviews from each previous year, if applicable
- c) All previous mid-probationary, tenure or promotion recommendation letters from Chair to Dean, if any

6-Dept Faculty Vote and Comments (*folder name*)

Within this folder, include:

- a. Separate summary of faculty vote (in A&S this is College form #4)
- b. Individual department reviewer recommendations if used (*in A&S this is Committee Confidential Record Forms*)
- c. Report of departmental personnel/reviewer subcommittee (if used)

7- Dept Chair Recommendation (*folder name*)

Within this folder, include:

Chair's recommendation letter

Named: 9-(last name, initial) letter from Chair

(the letter from the Chair should make the case for or against promotion, based on materials and evaluations submitted to date, explicitly compared to departmental standards for same.)

College or School Portion:

8-College Vote and Comments (*folder name*)

Within this folder, include:

a) College committee vote and comments

Named: 10-College Vote and Comments

- i. Summary of college committee vote
- ii. Individual committee reviewer recommendations or committee report as appropriate

9-Dean Recommendation (*folder name*)

Within this folder, include:

a) Dean's recommendation letter

Named: 11-(last name, initial) letter from Dean

(the letter from the Dean should make the case for or against promotion, based on materials and evaluations submitted to date.)

Permission Settings within the SharePoint Lecturer Promotion Review System

*Please submit this information for each candidate undergoing a Lecturer promotion in AY 2015-2016. A form may be used for multiple candidates only if the reviewers are identical and there are no recusals. Non-departmentalized academic units should indicate N/A in departmental categories. **Return to Jennifer Love in the Provost's Office as soon as possible.***

Candidate Name(s): _____
(submit two forms for candidates with joint appointments)

Name of Form Preparer: _____

Identify any reviewer conflicts of interest or recusals at any level:

Department Document Administrator: _____

Department Chair: _____

Department level Reviewers (omit in non-departmentalized academic units):

Reviewer Name	Reviewer Net ID

College Document Administrator: _____

Dean: _____

College level Reviewers:

Reviewer Name	Reviewer Net ID