Policies and Procedures for Tenure, Promotion & Evaluation of Faculty
- ***COA Digital Preparation/Submission Guidelines***

The COA will utilize Microsoft OneDrive to submit/review all personnel actions:
- Pre-tenure, tenure, or post-tenure review
- 3rd/5th year review
- Promotion actions (Assistant, Associate, and Full Professor; Senior Lecturer, etc.)

2020 presented unique and unprecedented challenges related to COVID-19, affecting every aspect of VSU campus operations. University policies, teaching practices, safety guidelines, and much more, changed and evolved (rapidly) while focusing on the health, safety, and well-being of our faculty, staff, and students. During the late spring and summer of 2020, the College of the Arts transitioned the personnel submission and review process from the analog/paper process to a digital submission/review process. The initial Microsoft OneDrive/digital submission and review process (piloted F2020) proved to be a success, with minimal technical or user difficulty.

The digital submission and review process aids all faculty applicants undergoing a personnel action/review, as well as, the individuals reviewing the materials by allowing remote/digital access to candidate materials by multiple individuals, simultaneously. Permissions/access to the digital files are set and monitored by the COA Associate Dean throughout the review process/timeline in fall/spring semesters.

Because of the shift from analog/paper binders to a digital submission/review process, materials need to be organized and saved in a slightly different manner/order. The format of the traditional "primary/appendix file binders" does not entirely fit the structure of a digital submission. One significant benefit of the digital submission process includes the ability to embed/include hyperlinks to media and multimedia files (audio/image/video files, provide direct URL links to websites, channels, or online platforms such as, YouTube/Vimeo, Adobe Spark, Behance, etc.).

Summary
Each faculty member with upcoming personnel actions will have a Microsoft OneDrive folder created by the COA Dean's office to which individual faculty will upload their documents. Faculty will be notified when the folders are available to submit materials for their personnel action. Deadlines to upload files and review materials will follow the timeline posted at on the COA resources website listed below.

This document serves as a supplemental guide (crosswalk) to the **COA Policies and Procedures for Tenure, Promotion & Evaluation of Faculty** posted on the COA resources website at: *https://www.valdosta.edu/colleges/arts/about/resources.php*

Uploading Responsibility

Individual faculty members are responsible for uploading all files, with the exception of items indicated in the outline below (such as recommendation letters; i.e. Personnel Committee, Head, Dean UTPC, etc.) Faculty candidates will not be able to modify their files after the access end date. If changes to the files are requested, the department head, the chair of the college personnel committee, or their designee will upload additional documents.

Recommendation letters from personnel committees (department and college) will be uploaded by the chair of the personnel committee; the recommendation letter from the department head will be uploaded by the department head; and the recommendation letter from the dean will be uploaded by the dean. The University Committee (UTPC), the Provost, and the President will have the ability to upload letters; however, they may request assistance from the COA office to provide access to a designee to upload the letters or the dean's office will upload letters into the appropriate location.

Technical information regarding folder & file naming, file size, organization, uploading, etc.

- *Reference: [Invalid file names and file types in OneDrive and SharePoint](#)*
  - *The following characters are not supported in <u>folder or file names</u>: ~ " # % & * : < > ? / \ { | }*

  - *The following names are not allowed for <u>folders or files</u>: .lock, CON, PRN, AUX, NUL, COM0 - COM9, LPT0 - LPT9, _vti_, desktop.ini, any filename starting with ~$.*

- <u>Total file size (total of ALL files combined)</u> should be kept under **5 GB maximum**. *Candidates should not upload unnecessarily large documents.*

- Files/documents should be saved as a **PDF** **file format** whenever possible and <u>must be viewable without specialized software</u> *(such as Avid, AutoDesk/AutoCAD, iRender, Adobe Photoshop, Illustrator, InDesign, Lightwave, Auralia, Pyware, Finale, Audacity, etc.)*

- Hyperlinks to media files (audio/image/video), direct URL links to websites, YouTube/Vimeo websites or media channels, etc., <u>should be saved within a PDF document</u>.
  Provide an annotated list and/or a summary/overview of the linked items (with dates when possible), to help the reviewer understand what they are about to see, this will make the information more/easily accessible, and will provide much-needed context as well.

- When saving/naming <u>files</u> or additional <u>subfolders</u>, please start all file or subfolder names with *01-Name, 02-Name, 03-Name, 04-Name,* etc., to maintain the order of files within each folder. **This will allow for individual file naming preferences.*

- Faculty candidates should save all files on a local computer – **and backup all files** – prior to uploading files to the OneDrive folders. **(See **Organization of OneDrive Folders** below)*

Permissions and Access to One Drive Folder(s)

The COA Associate Dean is responsible for adjusting permissions to each faculty candidate's folder, and will have access to faculty folders throughout the personnel review process. Faculty candidates will have "editorial access," all other reviewer permissions will be set to *"Restricted View" which means – an individual can view pages and documents but cannot edit, alter, download, upload, print, or share files.* Access start and end dates in the table below are based on the COA Personnel Action Tenure/Promotion Timeline posted on the COA resources website at: *https://www.valdosta.edu/colleges/arts/about/resources.php*

Access dates may be modified by the COA Dean's office due to changes in University policy or under extenuating circumstances. If an access end date falls on a holiday, OneDrive access will end at close of business on the next business day. Faculty candidates may request access for others to review their materials by sending the request via email to the COA Associate Dean.

	Access Start Date	**Access End Date**
COA Associate Dean	*Summer – Initiates access*	*After action is completed*
Faculty Member	July (TBD)	4th Monday in August
Dept. Personnel Committee	4th Monday in August	3rd Monday in September
Department Head	July (TBD)	1st Monday in October
College Personnel Committee	1st Monday in October	1st Monday in November
COA Dean	1st Monday in November	4th Monday in November
University Committee (UTPC)	*4th Friday in November*	*1st Monday in February*
Provost & VPAA	*1st Monday in February*	*3rd Monday in March*
President	*1st Monday in February*	*3rd Monday in March*

Accessing OneDrive Folders

Access OneDrive folder(s) to upload materials by signing into your ***MyVSU account*** on the VSU home page. *(A visual guide is included on pages 9-10)*

1. Click on the *Email* link in the red band on the top of the page.
2. Click the *9 dots* box (App launcher) in the upper left corner above the new message button.
3. Click *OneDrive*.
4. Click *Shared* (on the left panel).
5. Click *Shared with you* (one of two horizontal tabs).
6. Locate your folder. It will be your name, academic year (e.g., Jane/Joe Smith 2020-21)

*A direct link to your Microsoft One Drive folder will also be shared via email.

Organization of OneDrive Folders

Policies-VSU-COA-Department <mark>(MAIN FOLDER)</mark>

01-05 Documents below are located within the MAIN FOLDER

       01-VSU-tenure-and-promotion-policies-and-procedures.pdf *(preloaded)*

       02-COA-t-p-policies-xx/xx/xxxx.pdf *(preloaded)*

       03-COA Digital Preparation-Submission Guidelines xx/xx/xxxx.pdf *(preloaded)*

       04-COA-tenure-promotion-session-tips-xx/xx/xxxx.pdf *(preloaded)*

       05-COA-t-p-timeline xx/xx/xxxx.pdf *(preloaded)*

       06-Departmental Policy/Supplements, when available (preloaded)

Review Letters <mark>(MAIN FOLDER)</mark>

(by Dept. Committee, Head, College Committee, Dean, UTPC as appropriate to action, etc.)

01-06 Subfolders below are located within the MAIN FOLDER

       01-Department Personnel Committee Letter *(uploaded by committee chair)*

       02-Department Head Letter *(uploaded by head)*

       03-COA Personnel Committee Letter *(uploaded by committee chair)*

       04-COA Dean Letter *(uploaded by Dean)*

       05-University T-P Committee Letter *(uploaded by committee chair)*

       06-Provost Letter *(uploaded by president or designee)*

       07-President *(uploaded by president or designee)*

***Content for Sections I-V is outlined on Pages 5-8**

SECTIONS I-V

- *All personnel applications should only include materials for the applied action, during the relevant time served at VSU; arranged in reverse chronological order.* *(For example, only materials since the last action, e.g., previous post-tenure or tenure, promotion to associate materials)*

SECTION I – <mark>(MAIN FOLDER)</mark>
Cover Pages_Statement-Narrative_and Vitae
01-04 Documents below are located within the MAIN FOLDER
       VSU Cover Forms
           01-vsu-tenure-form-usg.docx *(blank form preloaded)*
           02-vsu-promotion-form-usg.docx *(blank form preloaded)*

       COA Statement of Purpose
           03-COA-statement-narrative.docx *(blank form preloaded)*
               Narrative on College form (with annotations to files and folder)

       Curriculum Vitae
           04-LastName_FirstName_CV.pdf
               VSU only items – reverse chorological order
               For the relevant time/years served; reverse chorological order

SECTION II – <mark>(MAIN FOLDER)</mark>
Annual Evaluations of the Candidate_AFARAPs
       Annual Evaluations *(preloaded)*
           For the relevant time/years served; reverse chorological order

       Annual Faculty Activity Report and Action Plans (AFARAP) *(preloaded)*
           For the relevant time/years served; reverse chorological order

       In cases of <u>tenure</u>, a pre-tenure response would be included.
          In cases of <u>promotion</u>, a post-tenure response would be included when applicable.
          (preloaded)

SECTION III – (MAIN FOLDER)

Teaching-Instruction and Student Learning

01-08 Subfolders below are located within the MAIN FOLDER

01-Student Opinion of Introduction (SOI) Data-Numeric Summary
(Sample Excel file preloaded)

02-SOI Student Comment Summary and Narrative-Reflections
(with annotations to folders and files)

03-Complete SOI results for all courses taught during review period
*include ALL numeric results and ALL student comments from SOI portal.

04-Peer Review-Assessment(s) of Effective Teaching
  a. Narrative (with annotations to folders and files)
  b. Peer review documentation with reflections

05-Sample Teaching materials
  Indicate Face-to-face course(s), Hybrid/Hyflex course(s), and/or Fully Online
  Include courses of each delivery format that applies to your teaching load.
  *You may add/orgainze separate folders/subfolders for each course.
  a. Narrative (with annotations to files and folder)
  b. Syllabus
  c. Course schedule
  d. Sample assignment(s)
  e. Evidence of student learning
  f. Sample student work(s)
  g. Assessment(s)
  h. Teaching Innovations
       i. Narrative and Summary data
      ii. Samples

06-Course-Program Development and Revisions
  a. 01-Narrative (with annotations to files and folder)
  b. Summary data
  c. Samples

07-Instructional Planning and Development
  a. Narrative (with annotations to files and folder)
  b. Development plans
  c. Sample of development plan outcome/impact

08-Documentation for Reassigned Time or Release Time for Teaching
  a. Narrative (with annotations to folders and files)
  b. Support materials

SECTION IV – <mark>**(MAIN FOLDER)**</mark>

Scholarship-Professional Development-Research and Creative Productivity

01-09 Subfolders below are located within the MAIN FOLDER

01-Summary Chronological List of Scholarly and Creative Artifacts (Completed)
   a. Narrative (with annotations to folders and files)
   b. Indicate peer reviewed, juried, invitational, local, regional, national int'l, etc.

02-Summary of Other Scholarly Artifacts (Completed)

03-Summary of Scholarly and Creative Works In-progress or Under Contract

04-Professional Growth and Development
   a. Narrative (with annotations to files and folder)
   b. Sample of professional growth and development outcomes/impact
   c. List of accomplishments
   d. List of works in progress

05-Professional Scholarly and Creative Peer Reviews

06-Samples of Scholarly and Creative Work(s)
   a. Narrative (with annotations to files and folder)
   b. Sample of outcome/impact
   c. List of works in progress

07-Planning and Development
   a. Narrative (with annotations to files and folder)
   b. Development plans
   c. Sample of development plan outcomes

08-Grant Development
   a. Narrative (with annotations to files and folder)
   b. Sample of grant outcomes/impact
   c. List of grants in progress

09-Documentation for Reassigned Time or Release Time for Scholarly & Creative Works
   a. Narrative (with annotations to folders and files)
   b. Support materials

SECTION V – (MAIN FOLDER)
Service to the University and Community
01-08 Subfolders below are located within the MAIN FOLDER

01-Summary List of Service Activities
   a. Narrative (with annotations to files and folder)
   b. List of University, College, Dept. Service (with quality scope and impact)
      • Sample of outcome/impact
   c. List of Service to Profession and Community
      (with professional capacity quality scope and impact)
      • Sample of outcome/impact

02-Additional Service Evidence

03-Additional Service Evidence-Administrative

04-Advising
   a. Narrative (with annotations to files and folder)
   b. Sample of outcome/impact

05-Mentoring
   a. Narrative (with annotations to files and folder)
   b. Sample of outcome/impact

06-Service Planning and Development
   a. Narrative (with annotations to files and folder)
   b. Development plans
   c. Sample of development plan outcomes

07-Documentation for Reassigned Time or Release Time for Service
   a. Narrative (with annotations to folders and files)
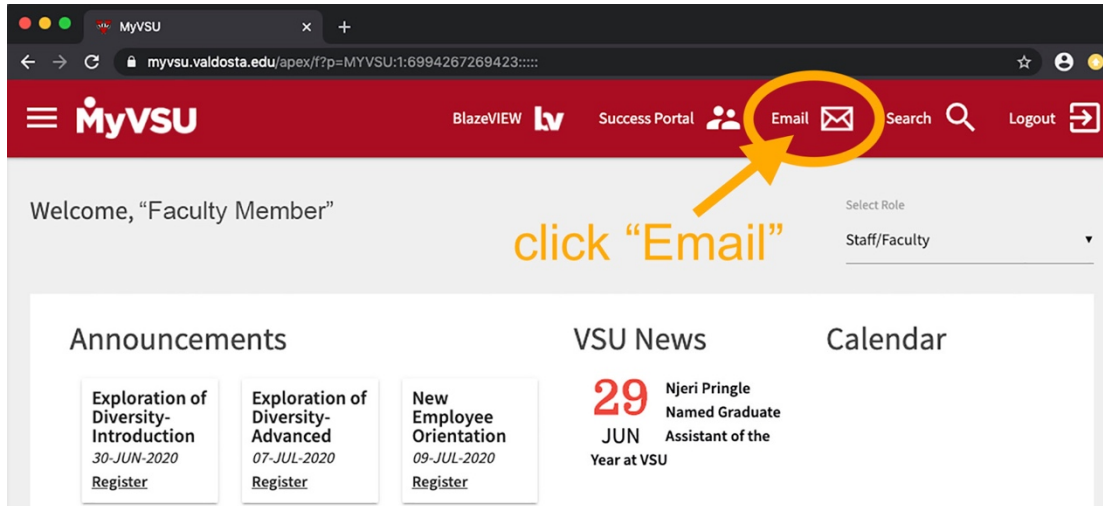   b. Support materials

08-Other Service Support Materials
   a. Letters of performance review/reference
   b. Other materials
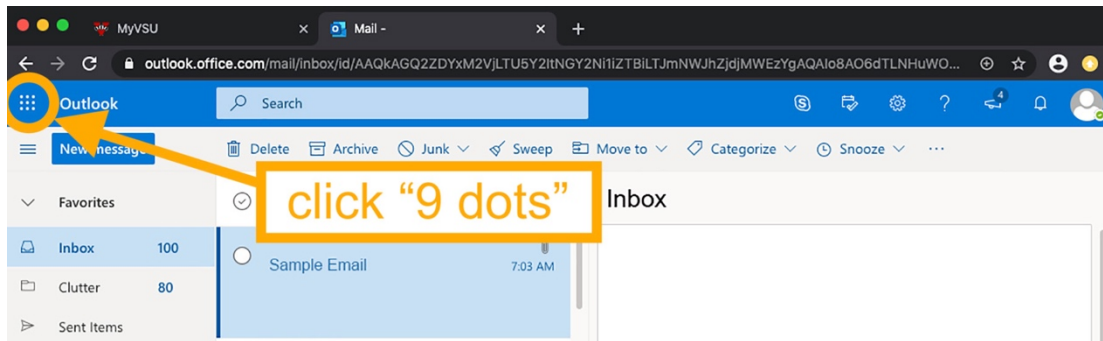
COLLEGE *of the* ARTS

VALDOSTA STATE UNIVERSITY

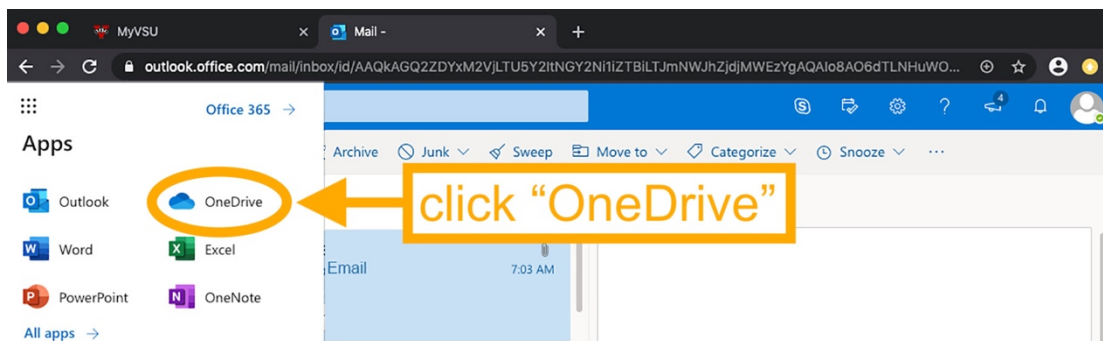**Accessing OneDrive Folders –** Sign into your *MyVSU account* on the VSU home page.

1. Click on the *Email* link in the red band on the top of the page.

click "Email"

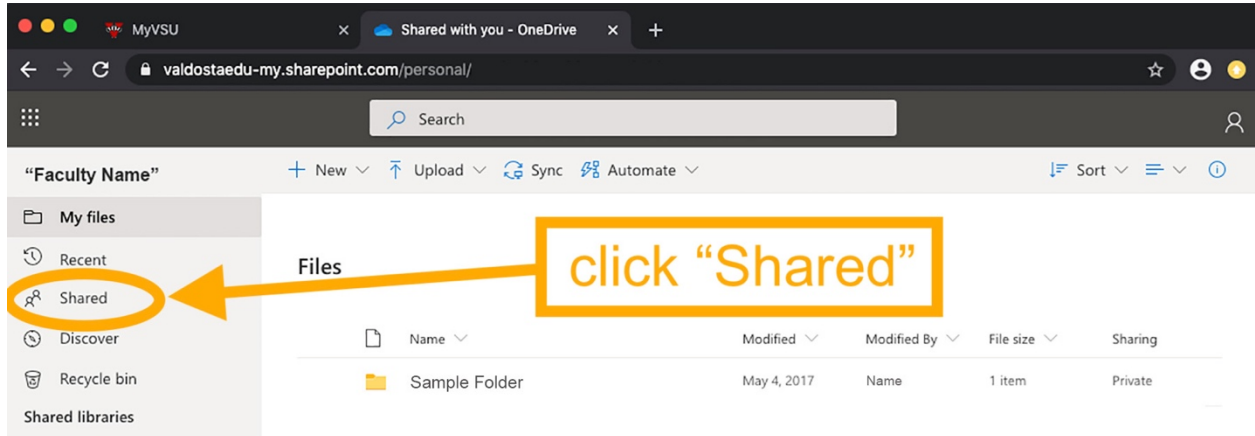2. Click the *9 dots* box (App launcher) in the upper left corner above the new message button.

click "9 dots"

3. Click *OneDrive*

click "OneDrive"

4. Click *Shared* (on the left panel).

5. Click *Shared with you* (one of two horizontal tabs).
6. Locate your folder. It will be your name, academic year (e.g., Jane/Joe Smith 2020-21)