

COEHS Post-Tenure Review Electronic Submission Instructions

COEHS Post-Tenure Review Electronic Submission File Organization	Notes
Folder: LastNameFirstInitialPost-Tenure Review Primary Folders (A - C) PDF documents	COEHS Dean’s office creates all folders. The Dean’s office will change the folder access permissions as appropriate to the current review stage. COEHS Dean’s office pre-loads all items in <i>Folder A. Policies</i> . Each letter-writer (or committee designee) uploads his or her letter to <i>Folder B. Review Letters for Post-Tenure Review</i> . The candidate should not change the names of folders or sub-folders. The candidate uploads all PDFs using suggested naming conventions. The COEHS Post-Tenure Review Electronic Submission Policies document provides detailed information about candidate and reviewer responsibilities, folder access, folder permissions, uploading, and file naming. Additional information concerning Post-Tenure can be found on the Academic Affairs web page: http://www.valdosta.edu/academics/academic-affairs/vp-office/faculty-resources.php
Folder: LastNameFirstInitialPost-Tenure Review A. Policies (Folder) <ol style="list-style-type: none"> 1. COEHS Post-Tenure Review Guidelines (PDF) 2. COEHS Tenure and Promotion Appeal Procedures (PDF) 3. Department Post-Tenure Guidelines (PDF) 4. VSU Post-Tenure Cover Sheet (PDF) 5. VSU Pre-Tenure, Tenure, Promotion, and Post-Tenure Timeline (PDF) 6. VSU Resource Guide for Peer Evaluations of Teaching (PDF) 7. VSU Tenure and Promotion Policies (PDF) 8. COEHS Post-Tenure Review Electronic Submission Policies 9. COEHS Post-Tenure Review Electronic Submission Instructions 	Folder Example: GonzalesMPostTenureReview Folder A. Policies: <ul style="list-style-type: none"> • All documents in this folder will be pre-loaded by the Dean’s office.
B. Review Letters for Post-Tenure Review (Folder) <ol style="list-style-type: none"> 1. Department Committee (PDF) 2. Department Head (PDF) 3. COEHS Dean (PDF) 	Folder B. Review Letters for Current Action: <ul style="list-style-type: none"> • These are the review letters for this action. No letters will exist on the day the candidate uploads his or her dossier. • Access to this folder will evolve from department level to the Dean’s level as the process progresses through the stages of review. • When a letter writer uploads to this folder she or he should also send a copy to the candidate. • Please use these naming conventions:

	<ul style="list-style-type: none"> ▪ 1DepartmentCommitteeLetter.pdf ▪ 2DepartmentHeadLetter.pdf ▪ 3COEHSDeansLetter.pdf
<p>C. Post-Tenure Required Documents (Folder)</p> <ol style="list-style-type: none"> 1. COEHS Post-Tenure Coversheet (PDF) 2. Curriculum Vita (PDF) 3. Annual Faculty Evaluations (PDF) 4. Combined Areas 4-6 (PDF) 5. Department-Specific Required Documentation (PDF) 	<p>Folder C. Post-Tenure Required Documents</p> <ul style="list-style-type: none"> • When there is more than one of each document, compile the documents in chronological order. <p>PDF 1. COEHS Post-Tenue Coversheet</p> <ul style="list-style-type: none"> • The candidate should fill out the form up to “Summary of Action” and upload the form as a PDF. • The PDF should be titled: 1LastNameFirstInitialPostTenureCoverSheet.pdf <ul style="list-style-type: none"> ▪ Example: 1GonzalesMPostTenureCoverSheet.pdf <p>PDF 2. Curriculum Vita</p> <ul style="list-style-type: none"> • Your CV should be in reverse chronological order. • The PDF should be titled: 2LastNameCV.pdf <ul style="list-style-type: none"> ▪ Example: 2GonzalesM CV.pdf <p>PDF 3. Annual Faculty Evaluations:</p> <ul style="list-style-type: none"> • Compile all Annual Faculty Evaluations for the years under consideration; • Place the evaluations in one PDF document in chronological order. • This PDF document should be titled: 3AnnualFacultyEvaluations.pdf <ul style="list-style-type: none"> ▪ Example: 3AnnualFacultyEvaluations.pdf <p>PDF 4. Combined Areas 4-6:</p> <ul style="list-style-type: none"> • This PDF combines areas 4 – 6 into one PDF document. This includes: #4 Measures of Teaching Effectiveness, # 5 Self-Assessment, and #6 Other Documentation • The faculty member should provide a narrative that addresses each of these areas. The organization of this document is at the discretion of the faculty member unless department policies specify an organizational style or structure. • This PDF document should be titled: 4CombinedAreas1-6 <ul style="list-style-type: none"> ▪ Example: 4CombinedAreas4-6 <p>PDF 5. Department-Specific Required Documentation:</p> <ul style="list-style-type: none"> • This PDF should include and compile all department-specific documentation. • The organization of this document is at the discretion of the faculty member unless department policies specify an organizational style or structure. • This PDF document should be titled: 5DepartmentInitialsSpecificDoc.pdf <ul style="list-style-type: none"> ▪ Example: 5LDWDSpecificDoc.pdf ▪ Example: 5MLISSpecificDoc.pdf