

4.6.4: Digital Submission Guidebook Implementation term: Fall 2021

This submission guide aligns with policy 4.6.4 Tenure and Promotion, as well as reflects the “Deadlines for Annual Evaluations, Promotions & Tenure, and Academic Procedures.”

No later than September 5, annually	<ol style="list-style-type: none"> 1) College opens a folder for each P&T candidate with subfolders identified in Appendix A. 2) College shares permission with candidates for their individual folder.
At stated Department deadline for receipt of candidate materials	<ol style="list-style-type: none"> 1) College closes permissions for P&T candidates.
At stated deadline for receipt of Department Committee recommendations	<ol style="list-style-type: none"> 1) College opens candidate folder to members of the Department P&T Committee (“Viewer”) and Chair (“Editor”). 2) Department P&T Committee submits evaluation letter and/or forms with necessary signatures to Chair. 3) College closes folder to Department Committee. 4) Chair uploads Department evaluation letters and/or forms with necessary signatures. 5) College closes folder to Department Chair.
At stated deadline for receipt of College recommendations	<ol style="list-style-type: none"> 1) College opens candidate folder to members of the College P&T Committee (“Viewer”) and Dean (“Editor”). 2) College P&T Committee submits evaluation letter and/or forms with necessary signatures. 3) College closes folder to College Committee.
At stated deadline for receipt of all Dean/College recommendations	<ol style="list-style-type: none"> 1) Dean uploads evaluation letters and/or forms with necessary signatures. 2) The college uses the checklist provided by the Provost office to review each folder for accuracy and completeness. 3) The college shares a single folder with the title of the College to the Provost via faculty.evaluations@eku.edu.
Provost-level review	Folders are viewable only at the Provost level for review of materials and upload of Provost letter.

Digital folders will be available via the ECU Google Shared Drive and will be “owned” by the College. This option is endorsed and supported by ECU IT and provides the following benefits:

- Secured access and secured server platform
- Accessible on campus and remotely
- Allows for synchronous, distanced review of materials
- Offers the options of managing membership permissions
- Offers the option to designate member actions (e.g., viewer-only, editor, etc.)

More information about the Google Drive can be found here:

<https://support.google.com/a/users/answer/9300017>.

*Chairs and Deans may assign designees as appropriate.

Frequently Asked Questions (FAQs)

1. Can supporting evidence such as a book be presented in a digital format?
 - a. Yes. Often, your publisher can provide a PDF document with an exclusionary watermark to authors who verify that the PDF will be used for internal use only. Other options may also be available, please contact your liaison in University Libraries for a consultation.
2. Since everything is online, can a link to an article or artistic production be submitted in place of a digital file of it?
 - a. It is necessary to upload the entire scholarly or artistic endeavor, just like you would in the hard-copy binder system. Images, sounds recordings, and other media can be digitized to represent artistic endeavors.
3. What is the recommended file format and naming convention for uploading documents to the shared folder?
 - a. Uploaded files must be in PDF format, where possible.
 - b. Documents should be named without spaces and standardized as follows:
 - i. LastNameFirstInitial_Content
 1. *for example, WiesJ_Teaching_Evaluations*, etc.
 - c. Please do not upload files in Word, Excel, or PowerPoint.
 - d. Save Word, Excel, other file formats, web pages, etc. as a searchable PDF where possible. URL links to external sites can be used in the PDF Document.
 - e. We are not implementing links directly from one document to another within the shared drive at this time.
 - f. Please do not create subfolders in the candidate file. All folders are created by the College Designee and owned by the College.
4. Where can high-volume documents be scanned on campus?
 - a. If your department does not have a copier/scanner (for example, a Kyocera high capacity machine), the Library has a dedicated scanning station located on the second floor across from the circulation desk. Scanning is free. However, this scanner only scans to email and email may have limits on file sizes, so be prepared to scan in batches.
5. Who is the contact for questions about technology and software such as Adobe Acrobat?
 - a. Please contact the IT Service Desk at 859-622-3000.
6. Once the College closes folder permissions for the candidate, can the candidates be given permission to access these folders again if necessary?
 - a. Yes, College designees can open the folders again if necessary (for clarifications, review of materials, or to revise forms as requested).
 - b. Colleges can assign restrictions to documents within folders to prevent editing or modification.

7. Once the College closes permissions for Committees, can folders be reopened or shared to respond to questions or appeals?
 - a. Yes, College designees can open the folders again if necessary (for clarifications, review of materials, or to revise forms as requested).
 - b. Colleges can assign restrictions to documents within folders to prevent editing or modification.

8. How will outcomes of each level of review be communicated to the candidate?
 - a. Communication to candidates will follow the procedures established in Policy 4.6.4.P.

9. If we choose to use digital signatures, how can we capture necessary signatures in a digital process?
 - a. ECU IT has a collection of licenses for Adobe Creative Cloud, which includes Adobe Acrobat Pro DC. Adobe Acrobat Pro DC allows users to sign a document using an inserted signature or stylus, and signatures can be added to the same document asynchronously.
 - b. IT can issue Adobe Creative Cloud licenses to deans, chairs, associate deans, committee members, etc. Individuals can contact the IT Service Desk for information about obtaining one of the ECU licenses (622-3000).

Application for Tenure and/or Promotion Candidate Folders in Google Shared Drive
Supporting policy 4.6.4P: Tenure and Promotion

Note: Candidates should not create subfolders in their Google Drive files.

Folder Name: Last Name_First Name_Action

Examples: Wies_Jennifer_Tenure
Tate_Candace_Tenure and Promotion

INFORMATIONAL ITEMS

- 1) Instructions and General Information
 - a) 4.6.4 Tenure and Promotion
- 2) Forms
 - a) Application for Tenure and Promotion
 - b) Checklist for Notebook 1
 - c) Checklist for Notebook 2

NOTEBOOK 1

- 1) TAB 1_ CHECKLIST for NOTEBOOK 1
 - a) CHECKLIST for NOTEBOOK 1
- 2) TAB 2_ Application and Informational Materials
 - a) Copy of Letter of Intent
 - b) Copy of initial terms of appointment
 - c) Curriculum Vitae
 - d) Copies of non-tenured annual evaluation reports
 - e) Application and Self-Evaluation on Appropriate Form
- 3) TAB 3_ Department Evaluation Reports and Recommendations SIGNED
- 4) TAB 4_ College Evaluation Materials and Recommendations (College-Dean Reports) SIGNED
- 5) TAB 5_ University Evaluation Materials and Recommendations SIGNED

NOTEBOOK 2 (Supporting materials)

- 1) TAB 1_ Informational Materials
 - a) Checklist for Notebook 2
 - b) Departmental promotion and tenure standards
 - c) Student opinion questionnaire (if administered instead of eXplorance Blue)
 - d) Description of department's secondary systematic method
- 2) TAB 2_ Non-tenured annual evaluations (in reverse chronological order)
 - a) Prior evaluations
- 3) TAB 3_ Teaching Documentation
 - a) Teaching evaluation instrument report
 - b) Summary data of secondary systematic method
 - c) Peer evaluations
 - d) Representative syllabi for courses taught
 - e) Other document of teaching effectiveness

- 4) TAB 4_ Scholarship Documentation
 - a) Copies of publications
 - b) Letters of acceptance from editors and publishers for accepted/forthcoming publications
 - c) Copies of evaluations for performances, etc.
 - d) Published abstracts of presentations
 - e) Other evidence of quality scholarly and creative activities
- 5) TAB 5_ Service Documentation
 - a) Evidence of service to the department
 - b) Evidence of service to the college
 - c) Evidence of service to the University
 - d) Evidence of service to the profession and professionally-related service to the community and other external groups