consideration, and while the candidate cannot access those files through the electronic submission folder in OneDrive, reviewers at each stage will be sharing their review letter with the candidate via email or in hard copy, at the discretion of the letter writer.

Those

Tenure and Promotion File Access   Access Start Date   Access End Date
*

All instructions should be used as appropriate to the current personnel action. For instance, pre-tenure candidates will not have previous tenure letters to upload (for example, as in   ).

Tips for creating files, naming files, file organization, uploading, and saving files:

Faculty candidates should save all files on a local computer **and backup all files** prior to uploading files to the OneDrive folders.

Candidates should not upload unnecessarily large documents.

Total file size (total of ALL files combined) should be kept under 5 GB maximum.

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

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 **~$**.

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>.

Accessing OneDrive Folders
A direct link to your One Drive folder will be shared via email.

You can also access OneDrive folder(s) to upload materials by signing into your ***MyVSU account*** on the VSU home page. *A visual guide is included in [Appendix B](#).*

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 last name and the name of your action: LastNameFirstInitialPromotionToAssociateAndTenure.

<u>Appendix A:</u>

COEHS Pre-Tenure, Tenure, and Promotion Electronic Submission Instructions

Folder A. Policies:

> All Documents in this folder will be pre-loaded by the Deans office.

Folder B. Review Letters for Current Action:

> 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 Provost 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:
> > 1DepartmentCommitteeLetter.pdf
> > 2DepartmentHeadLetter.pdf
> > 3COEHSCommitteeLetter.pdf
> > 4COEHSDeansLetter.pdf
> > 5UTPCCommiteeLetter.pdf (or another name at the discretion of the letter writer)
> > 6ProvostLetter.pdf (or another name at the discretion of the letter writer)
> > 7PresidentsLetter.pdf (or another name at the discretion of the letter writer)

PDF 2. Previous Annual Faculty Evaluations:

Compile all Annual Faculty Evaluations in one PDF document in chronological order.
This PDF document should be titled: 2PreviousAnnualFacultyEvaluations.pdf

PDF 3. Summary of Accomplishment of Annual Goals and Recommended Areas for Improvement:

Summarize accomplishment of annual goals and status of any recommended areas for improvement in one PDF document.
This PDF document should be titled: 3SummarizeAccomplishmentsAreasFor Improvement.pdf

PDF 4. Previous Pre-Tenure Letters:

Compile all pre-tenure letters in one PDF document in chronological order.
This PDF document should be titled: 4PreTenureLetters.pdf

PDF 5. Previous Department Tenure and Promotion Letters:

Sub-folder 1A. Articles, External Funded Grants, and Books:

> In this sub-folder candidates should place two PDF documents. The first is a chronological list of your refereed publications. The second is a chronological list of your other publications.

work will be a descriptor of your choosing. Shortened title is at your discretion. Capitalize the first letter of each word.

      Example: 201908SymposiaWkforceEvolution.pdf

      Example: 202006GrantFordFoud.pdf

      Example: 202011BookChapterYoungAdult.pdf

      Example: 202103ArticleSwallowingDisorders.pdf

Folder G. Section V Service:

The candidate populates one sub-folder (1. Evidence of Service Areas 1-3) and uploads two PDFs (described below) in this Folder.

The two PDFs should be uploaded to   , not to
                              . When the reviewer opens this Folder G she or he should see one sub-folder and two PDFs.

Sub-folder 1. Evidence of Service Areas 1-3:

This folder should contain all of the evidence for Section V. For instance, committee assignment documentation, copies of meeting minutes, or copies of products developed.

Each service activity for which you are providing documentation should be placed in a separate PDF document.

These PDF documents should be titled:

YearXX(month)LevelOfServiceKindOfWorkShortenedTitle.pdf.

      Use four digits for the year.

<u>Appendix B:</u>
<u>Accessing OneDrive Folders</u>

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

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

3. Click _____

4. Click _____(on the left panel).