CoSM OneDrive Electronic Submission Instructions for Tenure-Track Faculty For Pre-Tenure Review Only

Use these instructions for the following actions:

Tenure-track personnel action
Pre-Tenure review (submitted in the spring of the 3rd year)

CoSM Electronic File Organization	General Guidelines and Instructions
Primary Folders (Sections I-V) Sub-Folders (A, B, C, etc.) PDF documents (1, 2, 3, etc.)	CoSM Dean's office creates all folders and sub-folders. The Dean's office will change the folder access permissions as appropriate to the current review stage. Each letter-writer (or designee) uploads the letter to the appropriate folder. Appropriate policies and requirements should be followed for your personnel action. Include relevant previous letters where applicable. Do not change the names of folders or sub-folders that have already been created. The candidate uploads all PDFs using the specified naming conventions. Changes or additions may be requested of the candidate through the college-level advisory committee, but once the dossier is submitted to the dean, no further changes can be made.

4. Dean (PDF)	*1-PreTenureDepartmentCommitteeLetter.pdf* *2-PreTenureDepartmentHeadLetter.pdf* *3-PreTenureDeanLetter.pdf* o When a letter writer uploads to this folder, the candidate, department head, and dean should also receive copies for personnel files o Access to this folder will evolve from department level to the Provost as the dossier progresses through the stages of review.

Folder: *Section III – Teaching and Student Learning*

Contents:

A. SOI Information (subfolder)
   1. Table Summary (PDF)
   2. Written Summary (PDF)
   3. Complete SOI Reports (PDF)
B. Peer Evaluations (subfolder)
   1. Peer Evaluations (PDF)
   2. Peer Evaluation Policy (PDF)
C. Evidence of Student Learning (subfolder)
   1. Evidence of Student Learning (PDF)
D. Support Documents for Teaching (Subfolder)
   This sub-folder contains three sub-folders:
   1. Course Documents
   2. Evidence of Course-Curriculum-Program Development
   3. Teaching Development Activities

Section III – Teaching and Student Learning

Section III contains 4 folders. The candidate for pre-tenure review is responsible for uploading the files and evidence inȚJ0 Tc 0 Tw o 4 fold cecfP

Folder: *Section V*