

CoSM OneDrive Electronic Submission Instructions for Tenure Track(TT)Facultyfor Application for Tenure Only or Application for Simultaneous Promotion and Tenure

Use these instructions for the followingactions:

Tenure and Promotion to Associate Professor
Tenure Only

CoSMElectronic File Organization	General Guidelines and Instructions
<p>Primary Folders(Sections-I-V)</p> <p>Sub-Folders(A, B, C,etc.)</p> <p>where applicable PDFdocuments(1, 2, 3, etc.)</p> <ul style="list-style-type: none"> x Do not change the names of folders or subfolders that have already been created x The candidate uploads all PDFs using the specified naming conventions. 	<p>CoSMDean's office creates all folders and subfolders. The Dean's office will change the folder access permissions as appropriate to the current review stage.</p> <p>current review stage</p> <p>subfolders</p> <p>subfolders</p> <p>the specified naming</p> <ul style="list-style-type: none"> x 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.

- x The pdf should be titled:
1-PreTenureReviewLetters.pdf

D. Advisory Letters Subfolder: Review letters will be uploaded individually

- o Access to this folder will evolve from department level to the Provost as the dossier progresses through the stages of review.
- o When a letter writer uploads to this folder, the candidate, department head, and dean should also receive copies for personnel files
- o diaeseor

- All SOI reports generated that include all questions and student comments from the period under review combined into a single pdf document
 - x The pdf should be titled 3-CompleteSOIReports
 - B. Peer Evaluation Subfolder contains 2 files: peer evaluations and peer evaluation departmental policy
 - Combine all peer evaluation files into one PDF file, which should be named: PeerEvaluationsOfTeaching.pdf
 - If there is a departmental peer evaluation policy and/or form, please place in this subfolder with name folder
- B. All in one folder (at) 3

