

College of Humanities and Social Sciences Guide to Posting Promotion, Tenure, and Promotion/Tenure Dossiers on OneDrive

- o By the first week of fall classes, each candidate for promotion and tenure will find a folder in their OneDrive folder.
- o Your folder will be named "<Lastname, firstname> Promotion to Associate Professor/Tenure/Promotion to Professor/Promotion to Senior Lecturer."
  - o Consult Appendix A for directions on accessing your OneDrive folder.
- o Except as stipulated below, candidate will be responsible for loading documents into sub-folders.
- o Before submitting documents to department committee, department heads should review dossiers for completeness. Documents should be loaded

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in candidate's folder.)

- L Copy of [VSU Tenure and Promotion Policies and Procedures](#)
- L Depending on personnel action copy of the [Promotion and Tenure Policies](#) or the [Lecturers Evaluation Policies and Procedures](#)

"Review Letters"

- D Department Promotion and Tenure Committee's Letter of Recommendation
- b. Department Head's Letter of Recommendation
- c. COHSS College Promotion and Tenure Committee's Letter of Recommendation
- d. COHSS Dean's Letter of Recommendation

"Cover Pages and \$ S S O L F D W L R Q V"

- L Cover Sheets from Academic Affairs (These documents will be loaded in candidate's folder by the dean.)
- L L Completed D S S O L F D W L R Q [Promotion and Tenure Policies](#) or [Lecturers Evaluation Policies and Procedures](#)
  - D Only include the application portion. Do not include the prefatory material R I W K L V G R F X P H Q W
  - E Complete all sections of the application and include supporting material in the folders below.
  - F The point count charts will be routed as separate DocuSign documents to the candidate, chair of the department promotion and tenure committee, and department chair. 7 K H D V V R F L D W H G H D Q G R W K H F D Q G L G D W H
- L L L Curriculum Vita

"Annual Evaluations"

- i. Pre-Tenure or pre-promotion letter from Department Promotion and Tenure Committee
- ii. Pre-Tenure or pre-promotion letter from Department Head
- iii. Pre-Tenure or pre-promotion Letter from Dean
- iv. Annual evaluations (Include in one document, beginning with the most recent)
- v. "Evaluation of tenure candidate to be completed by tenured departmental faculty" to be added by department head. (If candidate is going up for tenure.)

"Teaching Instruction and Student Learning"

L SOI information

- D Include SOI quantitative data—with corresponding student comments—for each year under review. (Include in one document, beginning with the most recent.)

L L Peer Review Letters

- D Include in one document

L L L Supporting instructional materi

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- o Department head will send names of department's promotion and tenure committee to the dean, who will give committee members access to their candidates' documents.

## Appendix A -Accessing your folder in OneDrive

Note: If your desktop file manager is synced to your OneDrive, you can access these documents through your desktop. Otherwise, follow these directions:

1. Access your email through Outlook.
2. Click the ninedot icon in the upper left hand corner of your screen.
3. Click "OneDrive" in the drop-down menu.
4. Click "Shared" in the left hand margin of your screen to access your folder.

## Appendix B – Organizing your scholarly productions

Note that each article is loaded in a single document, followed by documentation in a single document.



