

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 3 rd 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.)	<p>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.</p> <p style="padding-left: 40px;">Appropriate policies and requirements should be followed for your personnel action. Include relevant previous letters where applicable.</p> <p style="padding-left: 40px;">Do not change the names of folders or sub-folders that have already been created.</p> <p style="padding-left: 40px;">The candidate uploads all PDFs using the specified naming conventions.</p> <p style="padding-left: 40px;">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.</p>

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

Folder: *Section V*