

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

CoSM Electronic File Organization	General Guidelines and Instructions
Primary Folders(Sections-I-V) Sub-Folders(A, B, C,etc.) where applicable PDFdocuments(1, 2, 3, etc.) 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.	CoSM Dean's office creates all folders and subfolders. The Dean's office will change the folder access permissions as appropriate to the current review stage. 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.

CoSM Tenure and/or Promotion Folders & Their Contents - Brief	Electronic File Organization and Details for Naming and Uploading Files into Appropriate Folder
Folder: <i>FirstName LastName Action AY</i>	Folder Example: <i>Alice Smith T&P Assoc Prof AY2122</i>

- 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
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- o 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
 - o Combine all peer evaluation files into one PDF file, which should be named: PeerEvaluationsOfTeaching.pdf
 - o 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

