2013-2014 Tenure and Promotion
Electronic Submission of Dossiers

To reduce the volumes of hard copy material provided by faculty members seeking Tenure and Promotion (T&P) the University and BUFA have agreed to provide for the electronic submission of dossiers.

For 2013-2014, faculty members would be uploading electronic copies of their dossiers. Hard copy material, e.g. books, to be added to the dossier would be submitted the Dean's Office for the review of the Faculty T&P Committees.

Structure and Process

1) A secure site accessible through BrockBox via the portal has been set up.
2) Applicants who have indicated to their Dean that they are going forwarded for Tenure and Promotion or Promotion will be provided access to the BrockBox site..
3) On the site, a separate folder exists for each Department with a faculty member applying for T&P.
4) Once membership of each Faculty T&P committee has been finalized, these individuals will have read access to their respective Department folders.
5) Each Faculty Committee will consist of four internal and one external faculty members, plus the Dean.
6) Each Faculty Committee secretary, the Deans Executive Assistant, will have read and write access to their respective Faculty folder.
7) Within each Department folder, will be a sub-folder for each Applicant going forward for Tenure and Promotion or Promotion.
8) Within each Applicant sub-folder, will be a series of sub-folders. The faculty member will have read and write access to these sub-folder to upload their documentation. The sub-folders will correspond to the requirements for T&P as outlined in the CA. Attached are three images that summarize the access rights to the various folders for the Applicant, the Dean, and the Decanal Assistant.
9) The dossier being uploaded by the applicant shall contain (Article 21.11):
    a. A completed application form and checklist
    b. An updated curriculum vitae
    c. Any documentation concerning arrangement made under any provisions of the CA that alter the balance of the candidate`s duties in the areas of teaching, research and scholarly and/or creative activity, and service
    d. Evidence of teaching, research and scholarly and/or creative activity, and service as set out in Article 21.06
    e. Any written submissions that the candidate deems relevant to the application

f. A table of contents listing all documents in the dossier signed by the candidate and the Chair/Director or designate.

Additionally required material includes:

g. Student Evaluations: Original Evaluations or Summaries
h. A list of five (5) appropriate (arm's length) external referees (to be forwarded to the Dean by October 1st and also included in the dossier).
i. Contact information including e-mail address and telephone number for each external referee on the list
j. A description of the qualification of each referee, and of any previous interactions with the referee that might lead to a perception of bias in the referee's assessment of the candidate's performance in research and scholarly and/or creative activity
k. A copy of the appropriate Departmental/Centre rules
l. An assurance from the Chair/Director or his/her designate that the Departmental/Centre rules have been followed.

10) Members of the candidate's Department will have read access to review the dossier prior to reaching a decision. The Department Chair will be asked to confirm members of the Departmental Committee who will be provided read access to review the applicant's dossier. This access will be removed once the Department decision has been reached.

11) The Department Chair will have read/write access to the respective applicant's folder to view content and add the department recommendation.

12) The Dean will have read/write access to upload additional material to the applicant's folder prior to the Faculty Committee beginning to review the dossier.

BrockBox - T&P Site
Applicant - Summary of Access to folders on BrockBox

https://your.brocku.ca/files/Default.aspx

Web files access

File Edit View Favorites Tools Help

Brock University Web Cale... Petrography and Petrolog...

Page Safety Tools

Folders Refresh Search File Upload Settings Help t_chun

DSV Drive
Tenure and Promotion
BIOL
CHYS
ENGL
FOIS
GEOG
GRAD AND UNDER
KINE
MATH
MIBS
PHYS
PSYC
RECL
SOCI
TEACHER ED
Tenure and Promotion -

Name	Size	Type	Date Modified
..		Folder	2012-10-12 16:10:43
a. Application		Folder	2012-10-12 18:54:36
b. CV		Folder	2012-10-12 18:54:36
c. Workload Alterations		Folder	2012-10-12 18:54:36
d.1 Teaching		Folder	2012-10-12 18:54:36
d.2 Scholarship		Folder	2012-10-12 18:54:36
d.3 Service		Folder	2012-10-12 18:54:36
e. Relevant Written Submissions		Folder	2012-10-12 18:54:36
g. Student Evaluations		Folder	2012-10-12 18:54:36
h.1 External Ref Contact Info		Folder	2012-10-12 18:23:59
h.2 References Anonymous		Folder	2012-10-12 18:23:59
h.3 References Original		Folder	2012-10-12 18:23:59
k. Dept Rules		Folder	2012-10-12 18:23:59
m. Post Oct 1 Material		Folder	2012-10-12 18:54:36
n. Dept Member Submissions		Folder	2012-10-12 18:23:59
o. Chair Report		Folder	2012-10-12 18:23:59
p. Annual Performance Rev		Folder	2012-10-12 18:23:59
q. Fac Review Comm		Folder	2012-10-12 18:23:59
r. Deans Report		Folder	2012-10-12 18:23:59
s. Provost Recommendation		Folder	2012-10-12 16:20:16

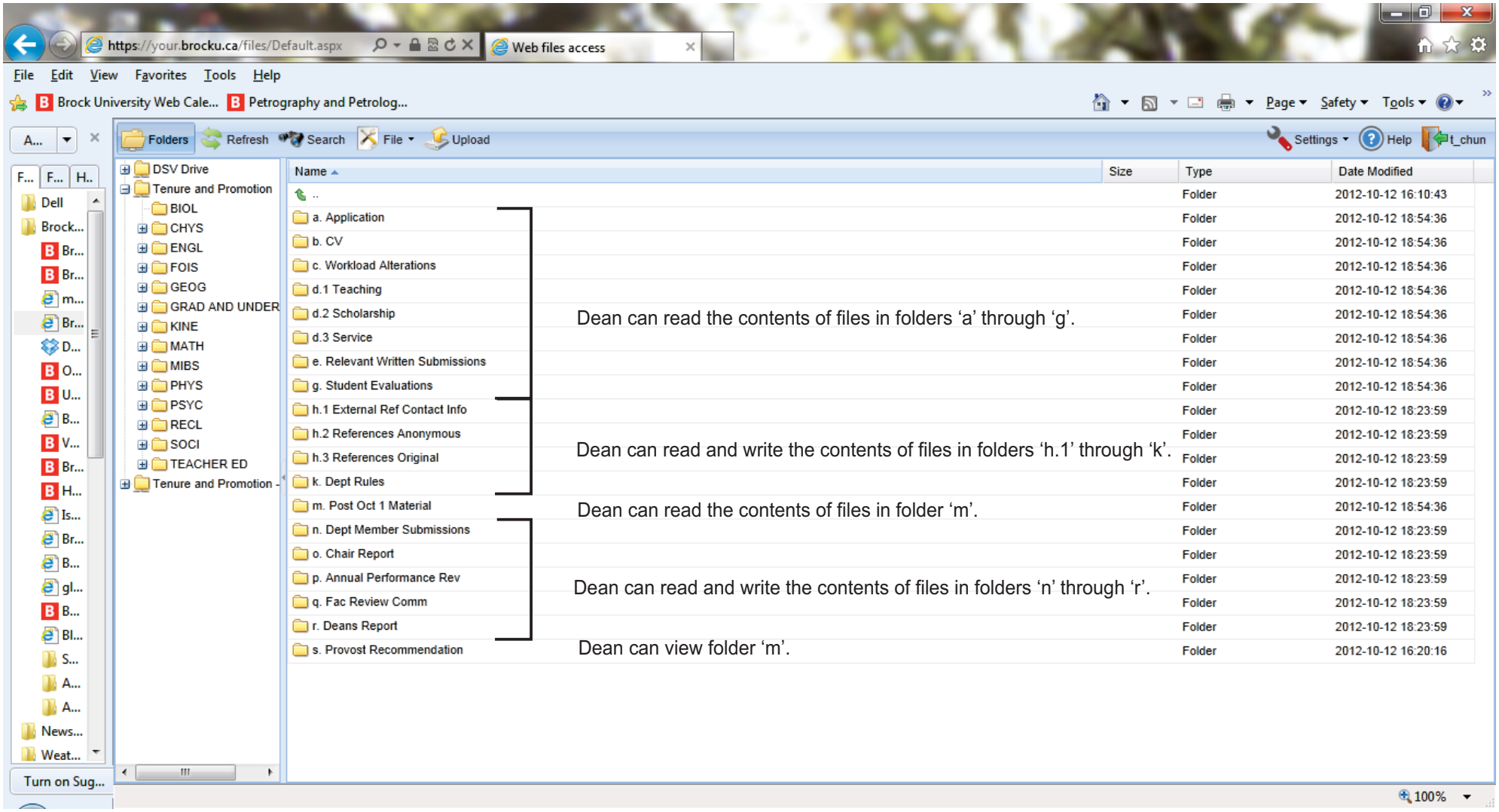
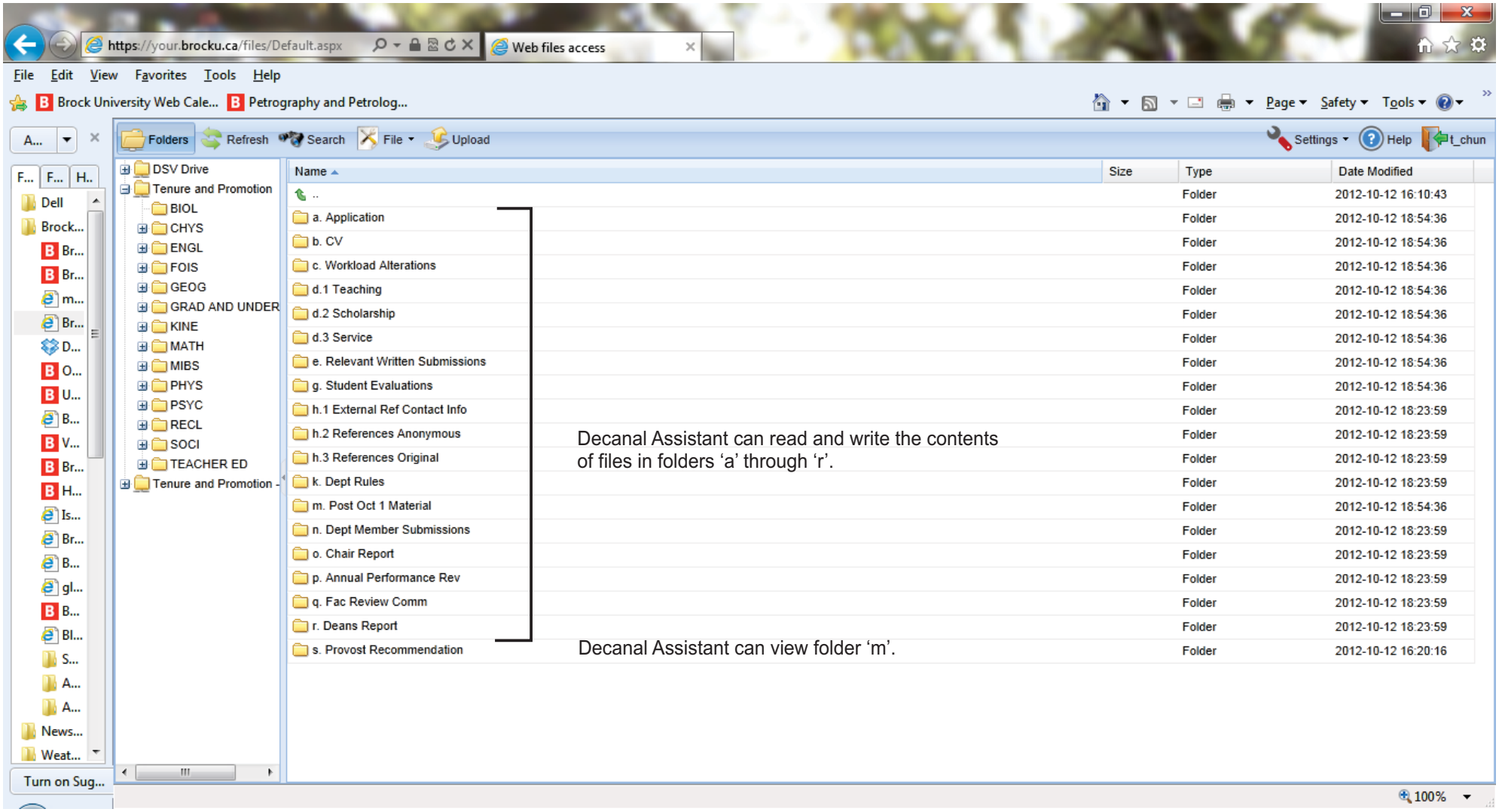
Applicant can write files to and read files in folders ‘a’ through ‘g’.
See Document “Two Ways to Connect to BrockBox” for instructions on how to upload files.

Applicant can read the contents of folder ‘h.1’.
Applicant will not have access to folder ‘h.2’ until submissions have been posted`.
Applicant will not have access to folder ‘h.3’.
Applicant can read the contents of folder ‘k’.
Applicant can write files to and read the contents of folder ‘m’.
Applicant will not have access to folder ‘n’ until submissions have been posted`.

Applicant can read the contents of folders ‘o’ through ‘s’.

100%

BrockBox - T&P Site
Dean - Summary of Access to folders on BrockBox



BrockBox - T&P Site
Decanal Assistants - Summary of Access to folders on BrockBox