

## 2018-2019 Tenure and Promotion Electronic Submission of Dossiers

Faculty members will upload electronic copies of their dossier to the Tenure and Promotion SharePoint site. Hard copy material, for which electronic or web availability is not possible, e.g. books, to be added to the dossier are to be submitted to the Dean's Office for the review of the Faculty T&P Committees.

### Structure and Process

- 1) A secure Tenure and Promotion site accessible through SharePoint has been set up.  
Accessible here: <https://brocku.ca/tap> or here <https://brocku.sharepoint.com/sites/Tenure-and-Promotion>
- 2) On this site, each applicant going forward for T&P is listed within their home Department/Centre under their respective Faculty.
- 3) For each applicant a series of sub-folders are available into which they will place the appropriate material comprising their dossier. The sub-folders correspond to the requirements for T&P as outlined in the Collective Agreement. Depending on your role (applicant, Department member, Chair/Director, Dean, Faculty T&P Committee member) the listing of folders which are visible to you will vary, i.e. an applicant will see a different grouping of folders than a Department member. (See pages 3 and 4)
- 4) Once membership of each Faculty T&P committee has been finalized, these individuals will have access to their respective Faculty folders.
- 5) The folder structure on the SharePoint site serves as the Table of Contents for the dossier. The dossier being uploaded by the applicant shall contain (per Article 21.11):
  - a. A completed application form and checklist.
  - b. An updated curriculum vitae
  - c. Any documentation concerning workload alteration arrangements 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

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 1<sup>st</sup> 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.
- 6) Members, including the Chair/Director, of the candidate's home unit, will have access to the SharePoint site to review the dossier prior to reaching a decision. The Chair/Director will provide the Dean's Office with a copy of the Department/Centre rules and the Department/Centre's recommendation on the application for inclusion in the dossier and for uploading to the SharePoint site. This access will be removed once the Department decision has been reached.
- 7) The Dean's Office will have access to upload additional, required material to the applicant's dossier prior to the Faculty Committee beginning their review.

## 2018-2019 Tenure and Promotion SharePoint Site

Screen shots of the SharePoint site showing the sub-folders available for various individuals/groups

### Applicant Folder Access

The screenshot shows a SharePoint site with the following folder structure:

- Applicant #1
  - a.Application
  - b.CV
  - c.Workload-Alterations
  - d1.Teaching
  - d2.Scholarship
  - d3.Service
  - e.Relevant-Written-Submissions
  - g.Student-Evaluations
- n1.External-Ref-Contact-Info
- h2.References-Anonymous
- k.Dept-Rules
- m.Post-Occ1-Material
- n1.Dept-Member-Anonymous
- o.Chair-Report
- p.Annual-Performance-Review
- q.Fac-Review-Comm
- r.Deans-Report
- s.Provost-Recommendation

Applicant #2

Applicant #3

site contents

Three callout boxes provide the following information:

- Red box:** Applicant #1 can WRITE (upload) files to and READ files in these folders. (Points to folders a through g)
- Green box:** Applicant #1 can READ files contained in these folders. (Points to folders n1, h2, k, m, n1, o, p, q, r, s)
- Blue box:** Applicant #1 can READ files submitted by co-applicants within their Department/Centre. (Points to Applicant #2 and Applicant #3)

## Chair/Department Members Folder Access

File Edit View History Bookmarks Tools Help

Home x +

https://brocku.sharepoint.com/sites/Tenure-and-Promotion/Humanities/English/CAPLE-Natalie/Pages/default.aspx 80% Search

Office 365 SharePoint Brock CHAIR-English

Tenure & Promotion Home Faculty of Humanities Home Search this site

Applicant #1

- a.Application
- b.CV
- c.Workload-Alterations
- d1.Teaching
- d2.Scholarship
- d3.Service
- e.Relevant-Written-Submissions
- g.Student-Evaluations
- h1.External-Ref-Contact-Info
- k.Dept-Rules
- m.Post-Oct-1-Material
- o.Chair-Report

Applicant #2

Applicant #3

Chairs/Directors and Department/Centre members will see and are able to READ the content of these folders for each applicant within their Department/Centre.

Chairs/Directors and Department/Centre members can READ files submitted by other applicants within their Department/Centre.

# Dean Folder Access

The screenshot shows a SharePoint site for 'a.Application' under the 'Tenure and Promotion' site. The left sidebar lists folders for 'Applicant #1' through 'Applicant #3'. Annotations with red and green boxes and arrows point to specific folders, explaining their access permissions for Deans.

**Applicant #1**

- a.Application
- b.CV
- c.Workload-Alterations
- d1.Teaching
- d2.Scholarship
- d3.Service
- e.Relevant-Written-Submissions
- g.Student-Evaluations
- h1.External-Ref-Contact-Info
- h2.References-Anonymous
- h3.References-Original
- k.Dept-Rules
- m.Post-Oct-1-Material
- n1.Dept-Member-Anonymous
- n2.Dept-Submissions-Original
- o.Chair-Report
- p.Annual-Performance-Review
- q.Fac-Review-Comm
- r.Deans-Report
- s.Provost-Recommendation

**Applicant #2**

**Applicant #3**

Site contents

**Annotations:**

- Red Box:** Deans will see and are able to READ the content of these folders for each applicant within their Faculty. (Points to folders a through g, m, and r.)
- Green Box:** Deans will see and are able to READ+WRITE to these folders for each applicant within their Faculty. (Points to folders h through s.)

## Decanal Assistant Folder Access

The screenshot shows a SharePoint site for 'a.Application' under the 'Faculty of Humanities'. The left sidebar lists folders for three applicants. A red box highlights the folders for Applicant #1, and a green box highlights the 's.Provost-Recommendation' folder. Two callout boxes explain the permissions:

- Red Box:** Decanal Assistants can WRITE (upload) files to and READ files in these folders for each applicant within their Faculty.
- Green Box:** Decanal Assistants can READ files in this folders for each applicant within their Faculty.

The folder list for Applicant #1 includes:

- a.Application
- b.CV
- c.Workload-Alterations
- d1.Teaching
- d2.Scholarship
- d3.Service
- e.Relevant-Written-Submissions
- g.Student-Evaluations
- h1.External-Ref-Contact-Info
- h2.References-Anonymous
- h3.References-Original
- k.Dept-Rules
- m.Post-Oct-1-Material
- n1.Dept-Member-Anonymous
- n2.Dept-Submissions-Original
- o.Chair-Report
- p.Annual-Performance-Review
- q.Fac-Review-Comm
- r.Deans-Report
- s.Provost-Recommendation