October 1, 2012

To: Arts & Sciences Departments

From: Kate Conley, Dean of Arts & Sciences

Subj: Instructions for Compiling Tenure, Promotion, and Interim Review Dossiers

Departments are strongly encouraged to submit tenure, promotion and interim dossiers electronically. Blackboard must be used for electronic dossiers. Please see options below and follow appropriate instructions. Blackboard (Bb) tutorials are recommended.

- There are two Blackboard options (A. or B.) depending on whether the department chooses to create a version of the dossier for use by external reviewers.
- The Department Chair may delegate Bb site management to the chair of the department Personnel Committee as appropriate.
- The dossier submitted to the Dean’s office will remain at the Dean’s level and will not be returned to either the candidate or the department.
- Candidates must create an archive, export, and/or copy of the dossier for their records after completing the Table of Contents.
- The Department may also make an archive, export, and/or copy of the dossier for their records at this time.
- For electronic dossiers the approved Arts & Sciences Blackboard template for tenure and promotion must be used. To create the dossier: Go to my.wm.edu, Click on Bb Blackboard icon, Log in to Bb, Click on link at top of page for “Bb Course Generator,” Log in again (if requested), Left menu bar click on “Request a Faculty, Dossier Site,” Enter RPT candidate’s first name/last name, Click “Create Site.” Your site should be available either later that day or the next morning.

A. Process if department sends scholarship materials by mail or email to external reviewers:
1. Candidate creates Blackboard site using template.
2. Candidate populates site with cv, personal statement, scholarship, teaching materials, etc
3. Candidate adds the Department Chair or Personnel Committee Chair as instructor of the original site. In the case of jointly appointed faculty, the candidate may choose to have the program director act as the instructor rather than the department chair.
4. Chair prepares scholarship materials to either mail or email to external reviewers.
5. Chair loads redacted external letters. During the departmental review, only redacted versions of the external reviewers’ letters may be on the site while the candidate is instructor. Original non-redacted letters and reviewer cv’s may be made available in hard copy or a password-protected PDF file to maintain confidentiality.
6. When the dossier is complete, the tenured or full professor members of the department will be enrolled by the Dept Chair as students.
7. Chair loads any other necessary documents (department report, chair’s letter).
8. Chair and Candidate sign and upload table of contents.
9. Candidate must make a personal copy of course/dossier site for their records.
10. Chair removes remaining departmental members from the original site.
11. Chair demotes candidate to student and removes candidate from original site.
12. Chair should make a dept copy, archive, or export of the dossier at this point, prior to posting non-redacted external review letters. **Do not make a copy after non-redacted external letters are posted.**
13. Chair posts original non-redacted letters, reviewer correspondence, and cv from external reviewers in the Secure External Materials folder.
14. Chair enrolls as instructor the Associate Director of Administration and Finance for Arts & Sciences as a representative for the Dean. (At the time of the writing of this memo, Kathy Morgan fills this position: kpmon.)
15. Dean’s office removes chair from course.
16. Dean’s office is at this point responsible for adding RPT members, Deans, and Provost and then ultimately archiving course site for the Dean’s records only.
17. Course site will not return to either the candidate or the department.

**B. Process if department wants to use a copy of Bb dossier site for external reviewers:**

1. Candidate creates Blackboard site using template.
2. Candidate populates site with scholarship, cv, and research statement only.
3. Candidate makes a copy of the site.
   a. Candidate adds Department Chair to the copy site as instructor.
   b. Chair renames copy site for use by external reviewers.
   c. Chair demotes candidate to student status and removes candidate from copy site.
   d. Chair adds external reviewers emails to copy site:
      i. Blackboard Course Generator > Request Non-WM User
   e. Chair creates an Assignment for the external reviewers.
   f. External reviewers may confidentially submit their letters and cv’s to the Department Chair through the Blackboard Assignment.
   g. Chair will refer to instructions in Section A for handling of redacted and full confidential versions of external reviewer letters, cv’s and correspondence.
   h. Chair retains control of the duplicate copy of the scholarship dossier until the final decision is received from the Board of Visitors, at which time the entire duplicate scholarship site shall be deleted.
4. Candidate completes posting remaining materials to original site (teaching evals, etc.).
5. Candidate adds the Department Chair or Chair of the Department Personnel Committee as instructor of original site. In the case of jointly appointed faculty, the candidate may choose to have the Program Director act as the instructor rather than the Department Chair.
6. Chair loads redacted external letters. During the departmental review, only redacted versions of the external reviewers’ letters may be on the site while the candidate is enrolled on the site.
7. When the dossier is complete, the tenured or full professor members of the department will be enrolled by the Department Chair as students.
8. Chair loads any other necessary documents (department report, chair’s letter).
9. Chair and Candidate sign and upload Table of Contents.
10. Candidate must make a personal copy of course/dossier site for their records.
11. Chair removes remaining departmental members from the original site.
12. Chair demotes candidate to student and removes candidate from original site.
13. Chair should make a dept copy, archive, or export of the dossier at this point, prior to posting non-redacted external review letters. **Do not make a copy after non-redacted external letters are posted.**

14. Chair posts original non-redacted letters, reviewer correspondence, and cv’s from external reviewers in the Secure External Materials folder.

15. Chair enrolls as instructor the Associate Director of Administration and Finance for Arts & Sciences as a representative for the Dean. (At the time of the writing of this memo, Kathy Morgan fills this position: kpmorg.)

16. Dean’s office removes chair from course.

17. Dean’s office is at this point responsible for adding RPT members, Deans, and Provost and then ultimately archiving course site for the Dean’s records only.

18. Course site will not return to either the candidate or the department.

C. **For dossiers posted electronically in Blackboard, the Provost’s office requests a hard copy subset of the following materials. These should be presented to the Dean’s office in a clearly identified pocket folder or envelope:**

1. Original Table of Contents
2. Chair’s report
3. Dept or Personnel Committee report
4. Candidate personal statement
5. Candidate’s cv
6. Original external letters or printed copy of original letters if received electronically, cv’s, explanation of how reviewers were selected, and sample letter to reviewers (in sealed manila envelope).
7. If applicable, any books that are not electronically posted to Blackboard.
8. If necessary, hard copy course evals (if they could not be scanned to Blackboard).

D. **Hard Copy Dossier**

1. If a hard copy dossier is used, only one copy of the promotion and tenure dossier shall be submitted to the Dean’s office, to be made available to the RPT Committee and Provost. Submit the following items in a binder that includes all original materials and the original signed Table of Contents.

2. Please label this binder either “Tenure Review” or “Promotion Review” or “Interim Review” and the candidate’s name, department, point-of-contact, phone and email.

3. Binder must include tabbed sections for:
   a. Table of contents signed by the candidate and the chair prior to submission of the dossier. Each tab or section of the dossier should be represented by a numbered entry in the table of contents.
   b. The report of the department chair.
   c. The report of the appropriate faculty committee.
   d. The report of the faculty meeting at which the recommendation of the faculty committee is discussed and voted upon.
   e. Any unsolicited letters in support of a candidate from any untenured faculty member.
   f. The curriculum vita of the candidate.
   g. The self-evaluation by the candidate.
   h. An evaluation of teaching to include:
      i. A statistical summary of the scores on student evaluations.
      ii. All student evaluations with the course/semester/year clearly marked.
      iii. A second means of evaluating the faculty member’s teaching, in addition to student evaluations.
4. The original external reviewers’ letters and cv’s must be submitted in a separate envelope. The external reviewers’ letters will be shredded by the Dean’s office after the final BOV decision is complete. The envelope must include:
   a. The letters or a sample letter written to external reviewers to solicit the evaluation.
   b. The explanation of how the reviewers were chosen.
   c. Original external letters
   d. External reviewer cv’s