

Process for Submitting the Evaluative Dossier for Consideration for Continuing Appointment

At the beginning of the review process, a Google Drive folder having *Faculty-Undergoing-Review-Name Evaluative Dossier* as its title will be shared with the faculty member undergoing review (hereafter referred to as candidate) for the purpose of holding and sharing his/her evaluative dossier with reviewers. (The candidate will receive an email from the Provost's assistant with an invitation to collaborate in the shared folder.)

The candidate will then upload in pdf form his/her current cv and reflective self-evaluation into the Evaluative Dossier folder, and his/her supplementary documents into the Supplementary Documents folder (within the Evaluative Dossier folder). On or before the appropriate deadline (September 15 for Fall review – February 1 for Spring review), the candidate will share the complete Evaluative Dossier with his/her department chair/school dean **and** his/her department/school personnel committee members, granting them “Can view” (not “Can edit”) permission. (*Please do not use or share the sharable link.*)

The candidate's department chair/school dean and his/her department/school personnel committee members will review the evaluative dossier and will prepare recommendations (via Personnel Evaluation Report [PER] Forms). On or before the appropriate deadline (October 15 for Fall review – March 1 for Spring review), the department chair/school dean will submit **both** hand-signed hard-copy original PER Forms to the Provost's Office and provide a copy of the PER Forms to the candidate. The Provost's assistant will, upon receipt, upload the PER Forms in pdf form to the candidate's Review Folder, in which his/her Evaluative Dossier is contained, and will share the Review Folder (as “Can view”) with the Faculty Personnel Committee (FPC) and the Provost.

At this time the Provost's assistant will remove shared permissions to the candidate's Evaluative Dossier from the department/school personnel committee members, and will change to “Can view” the candidate's permission to the Dossier. Should the candidate wish to include revised or additional documents, s/he may email them to the Provost's assistant, who, after consulting with the Provost, will upload them into the Dossier.

The FPC will review the Evaluative Dossier and PER Forms, and, on or before the appropriate deadline (November 15 for Fall review – April 25 for Spring review), will provide its recommendation to the Provost and the President. After receiving the FPC's recommendation, the Provost's assistant will upload it to the Review Folder.

The Provost will review the Evaluative Dossier and the PER Forms, consult with the department chair/school dean and FPC as necessary, and prepare his/her recommendation. The Provost will then send the candidate both a letter containing the Provost's recommendation and a memo providing the candidate with five working days to review the PER Forms. (At this time, the Provost's assistant will remove the shared permissions from the FPC, upload the Provost's recommendation to the Review Folder, and share the Review Folder [as “Can view”] with the candidate for five working days.) The candidate may, during this time, file a statement in response to the recommendations by emailing it to the Provost's assistant, who will upload it to the Review Folder. At the end of the five days, the Provost's assistant will remove shared permissions from the department chair/school dean to the Evaluative Dossier and from the candidate to the Review folder.

On or before the appropriate deadline (December 15 for Fall review – July 1 for Spring review), the Provost's assistant will share with the President (as “Can view”) the complete Review Folder (containing the evaluative dossier, the PER Forms, the Provost's recommendation, and the Candidate's statement of response to the recommendations, if any).

The President will review the documents, consulting with the Provost as appropriate, and prepare his/her decision. On or before the contractual notification date (Official start of 2nd semester for Fall review – September 1 for Spring review), the President will notify the candidate of his/her decision via letter. At this time the Provost's assistant will remove from the Provost and the President the shared permissions to the Review Folder, and will ensure the candidate has “Can edit” permission of the Evaluative Dossier for continued/future use.

Please note: When any of the above deadlines fall on a weekend, materials will be due on Monday. If a deadline falls on an official holiday, materials will be due the day immediately following the holiday.