Promotion and Tenure Electronic Dossier  
Routing and Notification Process

Step 1: When requested, provided to the Provost Office via email with a list of names and Net ID’s of Department P&T Committee members, Department Head, and Administrative Support person as well as any members stepping down from a committee. Access will be given after appropriate training session is attended.

Step 2: Candidate creates dossier folder and submits to Department (most likely via flashdrive). The candidate is present when final uploaded to Knox and signs Cover Sheet.

Step 3: Department reviews the candidate’s dossier to be sure it is complete and correct. Return to candidate for any corrections to Tabs 5-12. Dossier

Step 4: Department adds Folders 1 – 4, appropriate Role and Scope document, signed Cover Sheet, Vote Tally Sheet and posts dossier to Knox folder.

Step 5: Department notifies departmental P&T reviewers that the dossiers are ready for review.

Step 6: After the Department P&T Committee review is complete, the department records the vote tabulation on the Vote Tally Sheet (electronically) and scans and posts the signed letter of recommendation in the dossier on Knox.

Step 7: Department Head reviews dossiers and completes a letter of recommendation.

Step 8: Department records vote tally/decision on Vote Tally Sheet, scans and posts the Department Head’s signed letter of recommendation in the dossier on Knox.

Step 9: Department notifies Dean’s office and copies Provost office via email that the Department Committee and Department Head reviews are completed.

Step 10: After the completion of the College P&T Committee’s review, the Dean’s office records the vote tabulation on the Vote Tally Sheet and scans and posts the signed recommendation letter to the dossier on Knox.

Step 11: The Dean reviews the dossier and completes the letter of recommendation.

Step 12: The Dean’s office records the vote tally/decision on the Vote Tally Sheet and scans and posts the signed Dean’s letter of recommendation in the dossier on Knox.
Step 13: The Dean’s office then notifies the Provost Office via email that the dossier is now ready for the University P&T Committee review.

Step 14: The Provost Office then notifies the UPTC that the dossiers are ready for review.

Step 15: When the UPTC reviews are completed the Provost Office will record all vote tabulations and scan and post the signed letters of recommendation to the dossiers on Knox.

This will continue through the Provost and the President.

**NOTE:**

1. At each level of review the candidate is to receive a hard copy (paper copy) of the letter of recommendation as was done in previous years.

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