

Promotion and Tenure Electronic Dossier Routing and Notification Process

A new part of the dossier review process is to notify each level of review. Instead of physically taking the dossiers to the next level you need to notify the next level of review and the Provost office (in order to grant and terminate permissions to Knox).

****To request KNOX folder permissions for reviewers and support personnel contact Diane Heck (dheck@montana.edu) in the Provost office, not IT Security or Knox. Submit the name and username to Diane Heck of those who need permission. ****

Step 1: Department contacts Provost Office via email with a list of names and usernames of Department P&T Committee members, Department Head, and Administrative Support person. The Provost Office will get permissions set and send the url (address) of the department's Knox folder. This should be distributed to reviewers. Anyone who will need editing (uploading) capabilities will need to map a network drive to the knox address. (Link to mapping network drives/connecting to Knox - <http://www.montana.edu/itcenter/security/knox/index.php>)

Step 2: Candidate creates dossier folder and submits to Department (most likely via flashdrive).

Step 3: Department adds Folders 1 – 4, appropriate Role and Scope document, signed Cover Sheet, Vote Tally Sheet and posts dossier to Knox folder.

Step 4: Department notifies departmental P&T reviewers that the dossiers are ready for review.

Step 5: 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 6: Department Head reviews dossiers and completes a letter of recommendation.

Step 7: 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 8: Department notifies Provost office via email that the Department Committee and Department Head reviews are completed.

Step 9: Department notifies the College Dean's office that the dossier is ready to be reviewed by the College P&T Committee.

Step 10: The College contacts the Provost Office via email with a list of names and usernames of the College P&T Committee members, Dean, and Administrative Support person. The Provost Office will get permissions set and send the url (address) of the college's Knox folder. This should be distributed to reviewers. Anyone who will need editing (uploading) capabilities will need to map a network drive to the Knox address.

Step 11: 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 12: The Dean reviews the dossier and completes the letter of recommendation.

Step 13: 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 14: The Dean's office then notifies the Provost Office via email that the dossier is now ready for the University P&T Committee to review.

Step 15: The Provost Office then sets permissions for the UPTC and notifies them the dossiers are ready for review.

Step 16: 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.