

FACULTY INSTRUCTIONS

ELECTRONIC SUBMISSION OF RETENTION, PROMOTION & TENURE, AND PROMOTION DOSSIERS

<http://www.montana.edu/provost/PTDocs/index.html>

All dossiers will now be submitted electronically using **PDF format** for files. In order to keep the size of your files down, please use native electronic files as much as possible and only scan what is not available electronically. Do not copy CDs into your dossier as they become WAV documents and take up an inordinate amount of space.

The completed (can be filled out electronically) and signed (manually) Candidate's Cover Sheet will need to be scanned and added to your dossier. **DO NOT USE THE OLD COVER SHEET WHICH HAS THE RECOMMENDATIONS/VOTE TALLY ON THE BOTTOM OF THE SHEET.**

The first step in creating your dossier is to create a dossier folder. It should be named using your name and the review level, i.e., SmithJRetention or SmithJTenure or SmithJPromotion.

**EXACT NAMING CONVENTION MUST BE USED FOR ALL FOLDERS & FILES
DO NOT USE SPACES OR PERIODS IN NAMING**

Naming and Numbering Folders/Files:

Folders 05 through 12 of the P&T Dossier Contents document will be submitted as folders within your dossier folder. All files and folders will be uploaded to the Knox server with titles (folder & file names) in the format below. No spaces, symbols, or periods (.) can be used in the title. The only symbols that can be used are the dash (-) or the underscore (_).

** The preferred method for composing dossiers is to combine several PDF files into 1 large PDF file. For example: The Research Folder would have just 1 file in it. This file would have a Table of Contents for the first page and then all research files would follow. This is done with the Adobe Acrobat Pro program. With this program you can open a PDF file and add more files to it. It is a simple procedure. We will be asking for this method for all dossiers in the next few years.**

List of Folders Needed for Dossier:

<http://www.montana.edu/provost/PTinfo/DossCntsNamConv.pdf>

Sample/Template

05AssignmentPerformance

06CurriculumVitae

07PersonalStatement

08TeachingPerformance

09ResearchCreativeActivity
10Service
11ProfessionalDevelopment
12Appendix

CoverSheetSmithJ (Scan in your completed and signed Candidate's Cover Sheet – New Cover Sheet <http://www.montana.edu/provost/PTDocs/index.html>) The cover sheet can be filled in electronically and then you need to download and sign, and then scan in and save in your dossier.

(Note: 05 through 12 are folders. The cover sheet is a file.)

Advanced List of Folders with Sample Files:

Faculty/Candidate Submits all Folders below:

In naming files be sure to use a descriptive name for the file. This will help the reviewer to know what that file contains.

NOTE: Use the numbering system for files as it keeps them in order.

05AssignmentPerformance

5aHireLetter

5bAnnualEval Year (5bAnnualEval2009)

5cAnnualEval Year

5dRetentionRev Year

Any other documents need to be titled in a descriptive manner and follow the numbering/lettering system.

06CurriculumVitae

6aCV_SmithJ

07PersonalStatement

7aPersonalStmnt_SmithJ

08TeachingPerformance

8aSummaryCourseEvals

8bTeachingStatement

8cTeachingAwards

Be sure any additional items are titled in a descriptive manner and follow the numbering/lettering system.

09ResearchCreativeActivity

9aPublicationList

9bResearchStatement

9cJournalArticles

9dBookChapters

Be sure any additional items are titled in a descriptive manner and follow the numbering/lettering system.

10Service

10aCommitteeList

10bPublicPresentations

Be sure any additional items are titled in a descriptive manner and follow the numbering/lettering system.

11ProfessionalDevelopment: Only if required by your departmental Role & Scope document. Be sure any items are titled in a descriptive manner and follow the numbering/lettering system.

12Appendix

12aAppendixList (only if you have appendix material) This folder should only have 1 file in it and that is a list of appendix material if you have any materials. All appendix material is kept at the College Dean level. Please have all CDs, books, and other large items forwarded physically as done previously. Do not copy CDs and other large items into your dossier.

If any questions about this contact your Dean's office or the Provost office for clarification.

SUBMISSION OF DOSSIER WHEN COMPLETE:

When your dossier is completed submit it to your department for insertion of Folders 02- External Peer Reviews, 03-In-depth Assessments, 04- Internal Peer Review (per departmental role and scope), and the Department Role and Scope document. The department's designated person will upload it to Knox folders. It will then be made available to the appropriate committees and administrators for review via the Knox folders. Only the appropriate reviewers will be able to access your dossier.