

MAJOR CHANGES IN ELECTRONIC SUBMISSION OF P&T DOSSIERS SPRING 2011 – FOR AY11/12 SUBMISSIONS

These changes have been made in response to the P & T survey of reviewers and support personnel.

1. New Cover Sheet (see at this link: <http://www.montana.edu/provost/PTDocs/index.html>)
 - a. No longer has the recommendations and vote tallies on it.
 - b. Electronic Form – Can be filled out electronically, printed, signed, scanned and posted to the dossier.
2. New Vote Tally Sheet (see at this link: <http://www.montana.edu/provost/PTDocs/index.html>)
 - a. You no longer have to download, fill in, rescan, and upload at each level of review. ☺
 - b. This form is electronic.
 - c. The primary level will need to download and save the form to the dossier.
 - d. They will need to fill in the top portion and be sure the information is the same as the cover sheet.
 - e. This form does not need to be signed.
 - f. Each level of review will open and fill in their recommendation and vote tally.
 - g. Please be sure you mark Yes or No and put the vote tally at the appropriate level of review – retention, tenure, and/or promotion. Date is to the left and you follow the line to the right. Automatic selections are available. If you do fill in an incorrect area you can simply go back and change it.
 - h. Follow the directions on how to record a vote tally and be sure all information is correct before you close and save.
3. Naming Convention
 - a. You must follow the new naming convention
<http://www.montana.edu/provost/PTinfo/DossCntntNamConv.pdf>
 - b. The main difference in naming is the files need to be named for what they contain; i.e., External Review files should have the title of the External Reviewer not the candidate. Example: SmithJTenure Dossier – External Reviews – WashingtonG_Ltr, DoeJ_Ltr.
 - c. Any dossiers not following the naming convention will be returned for correction.
4. Combining of files into 1 PDF file.
 - a. This has been done by some and this will be the preferred method for compiling dossiers. Note: It is not absolutely necessary this year but we are moving quickly in that direction. Start Preparing.
 - b. Some folders such as Research have many files and it would be best to have them compiled into 1 document, with pages numbered, and a table of contents as the first page.
 - c. This can be done quite easily with Adobe Acrobat Pro.
5. If you have any problems or questions please ask to avoid correcting mistakes at a later part of the process. I can be reached at #406-994-4371 or dheck@montana.edu .