

REVIEWER’S and SUPPORT PERSONNEL INSTRUCTIONS
for
ELECTRONIC RETENTION, PROMOTION AND TENURE, AND PROMOTION ONLY
DOSSIERS

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

All dossiers will be in Knox folders for security purposes. Reviewers will only receive permission to review the appropriate dossiers.

SnapShot of KNOX:

College Level: <https://knox.montana.edu/ptknox/PTKnox-AG>

Department Level: <https://knox.montana.edu/ptknox/PTKnox-AG/PTKnox-Ag-AgEcon>

Candidate creates folder and submits it to the Department where it is uploaded to KNOX

First, please read “Faculty Instructions for Electronic Submission of a Dossier”

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

The electronic dossiers will include Folders 1 through 12 from the Dossier Contents/Naming Convention sheet <http://www.montana.edu/provost/PTinfo/DossContsNamConv.pdf>, the candidates completed and signed Cover Sheet, the Vote Tally Sheet <http://www.montana.edu/provost/PTDocs/index.html> , the appropriate Role & Scope document, and any previous levels of review signed recommendation letters.

Candidate’s Cover Sheet & **NEW “Vote Tally Sheet”**: The vote tally portion of the Cover Sheet has been removed and will be a separate document (Word not PDF) that will be filled in electronically by each level of review. This will eliminate the need to download and rescan the cover sheet at each level. When the review is completed you should inform the next review level and the Provost’s office via email that the dossiers are ready for their review.

** 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.**

Department Level:

When a candidate has completed his/her dossier, they will submit it to the Department P&T Committee Chair, Administrative Support person, or Department Head, most likely via flashdrive. The next step is to notify the Provost's office that the department is ready to start reviews and also submit the list of P&T Department Committee members, Department Head, and Administrative Support names and **usernames**. The Provost's office will set permissions for all of the above to access the candidates' dossier on Knox and send the url (address/link) to the department. The designated department person will have read & write permission and will place the candidate's folder into Knox by the "drag and drop" or "copy and paste" method. They will also add Folders 1-4, the Cover Sheet (file), Vote Tally Sheet (file) and the appropriate role and scope (the role and scope to be used for that faculty member as defined in FH Section 620.00) to the dossier. When the review is completed scan a signed recommendation letter (PDF) and add it to the dossier in the Review Documents Folder. Add your vote tabulation to the Vote Tally Sheet. You will continue to send a copy of the recommendation letter to the candidate (not electronically) as done in previous years.

*** Addition of Cover Sheet, Vote Tally Sheet, Role & Scope, and Folders 1-4 to the Candidate's Dossier:**

Cover Sheet **NEW Form**: This is a file not folder and should be named Coversheet_SmithJ. (PDF)

Vote Tally Sheet **NEW Form**: This will remain as a Word document so it can be filled in electronically by each level of review. You will NOT need to download cover sheet and re-scan.

The Role and Scope should be posted within the dossier using this naming convention:

RoleScopeDocEnglish2007 (use department name and date of the Role & Scope document that is being used for this candidate for this level of review)

Folders 1-4: Create a folder for each of the 4 sections and insert files in the folders using this naming convention (for easy identification by reviewers):

Folder 1 – 01ReviewDocuments (*Folder*)

1aDepartmentCommLtr (*Files*)

1bDepartmentHeadLtr

1cCollegeCommLtr

1dCollegeDean

(Option: You can put the candidate last name and first name initial at the end of the name of the file: 1aDeptCommLtrSmithJ)

Folder 2 – 02ExternalPeerReviews (*Folder*)

2aReviewerList (This should include a list of external reviewers noting which were candidate nominees & which were department nominees.)

2bWilliamsRobinRev

2cRockChrisRev

2dRiversJoanRev

***NOTE:** These files need to be titled with the reviewers name not the candidate & same for Internal Reviews.

Folder 3 – 03InDepthAssessmentsTeaching (*Folder*)

3aWhatever

3bWhateverElse

3cEtcetera

Folder 4 – 04InternalPeerReviews (*Folder*)

4aHenryTomRev
4bHancockJohnRev

College level:

The Provost's office will notify the College when the dossiers are ready for review by the College P&T Committee and the Dean. Please add the College Role and Scope document. Be sure it is the appropriate Role & Scope for each candidate. Your designated college level person will submit the names and usernames of the College Committee, the Dean, and the college level support person. The Provost's office will set permissions for all to access appropriate candidates' folders on Knox. When the review is completed scan a signed recommendation letter and add it to the dossier. Add your vote tabulation to the Vote Tally Sheet. You will continue to send a copy of the recommendation letter to the candidates (not electronically).

Reviewers should treat any printed copies of dossiers or parts of dossiers (if printed out for reviewing) as confidential material and be sure to shred these materials when done. Please do not just put in the garbage.

Should the Department Keep a Copy of the Dossier?

Please read the following section copied from the Faculty Handbook.

814.00 Responsibilities of the Primary Administrative Reviewer

H. Maintaining complete, accurate and up-to-date files on each faculty member, including a copy of any dossier submitted for formal review.

Should the Department Return a Copy of the Dossier to the Faculty Member?

This would not be a good practice.

****Departments: If you give a copy of a completed dossier to the faculty member it **CANNOT** include Folders 1 – 4. **Not even if redacted. Faculty are not to see the internal or external letters even if you have blacked out the names on them. They are not to see any materials in Folders 1 Review Documents, 2 External Reviews, 3 In-depth Assessments, & 4 Internal Peer Reviews.**

****Common best practice would be for a faculty member to make and keep a hard copy of his/her dossier. The Department should keep a copy of the faculty member's dossier with all folders 1 – 12 included as well as copies of all levels of recommendation letters.